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ABSTRACT

This document contains employment-readiness tests for five office occupations: general office clerk, clerk typist, stenographer, accounting clerk, and word processing operator. Each test has two sections: an objective section to measure the student's attitudes and knowledge and a performance section to measure the appropriate skills. The objective section can be machine scored. Answer keys and specific instructions to the teacher and student are provided for each test section. Introductory materials discuss grading standards, certification of successful completers, and administration. (YLB)

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BUSINESS EDUCATION TESTS

FOR

SELECTED OFFICE OCCUPATIONS

Produced by:

Visalia Unified School District
In cooperation with the
California State Department of Education
and the
Industry Education Council of California, 1984

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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INTRODUCTION

The California Business Education Program Guide for Office and Marketing/Distributive Occupations is a competency-based business education curriculum for the entry--level (no experience required) office and marketing/distributive occupations. The Guide identifies the competencies (skills, attitudes and knowledge) required for employment in the selected occupations, and provides industry-validated performance objectives for each competency. The Guide's latest update and validation by industry were completed in 1982 in cooperation with the Industry Education Council of California.

This binder contains employment-readiness tests for five office occupations: General Office Clerk, Clerk Typist, Stenographer, Accounting Clerk and Word Processing Operator. These are the occupations for which the projected demand for new employees is greatest, and for which training programs are most prevalent in California's secondary and adult schools, regional occupational centers and programs, private business schools and community colleges. The tests were developed from the job performance criteria - competencies and objectives - identified in the Guide for those occupations.

Business educators are encouraged to take advantage of the program accountability, promotion and improvement/expansions potential offered by the tests.

- Accountability. The tests will assist an educational agency to determine and/or demonstrate the effectiveness of its office occupation instructional programs by assessing the employment readiness of the program completers.

- Promotion. Certificates of Proficiency have been developed for issuance to students who successfully complete the occupational tests. It is recommended that a concerted local effort be undertaken to convey the significance of the tests and certificates to the students, parents, counselors, vocational education directors, school and district administrators and employing community.

- Program Improvement/Expansion. The test results will provide an educational agency with the specific direction needed to improve and/or expand its office occupation instructional programs. The results will also provide business educators with the objective support data required to justify additional course sections, staff, instructional equipment and/or materials.

ABOUT THE TESTS

Objective and Performance Sections. Each test has two sections: an objective section to measure the student's attitudes and knowledge and a performance section to measure the appropriate skills. The objective section can be machine scored. Answer keys and specific instructions to the teacher and student are provided for each test section.

Grading Standards. Industry-validated achievement standards for each test are provided in the instructions to the teacher.

Certification of Successful Completers. A certificate of proficiency and a letter of commendation are available for issuance to those students who successfully complete the tests. Both documents confirm the endorsements of the tests by the California State Department of Education and the Industry Education Council of California. A samply copy of the certificate and the process and form for acquiring them are provided in the certification section of this binder. Requests for certificates must be received by the State Program Manager for Business Education no later than April 15 to ensure that schools will receive certificates prior to the end of the semester.

Plan for Periodic Update. New tests will be developed to coincide with changes made in the Guide because of industry-validated program updates.

Administration. The tests may be given to groups of students completing high school, ROC/P, and adult education office occupation training programs or administered on an individual student or group basis.

The tests should be administered prior to April 10 in order to meet the April 15 deadline established for ordering the certification documents.

The two-section structure enables the utilizing agency to administer the entire test on a single day or over two days. Because approximately two hours are required to complete each section, a majority of the schools is expected to select the two-day process. For certification purposes the length of time scheduled for the tests should not exceed two days!

Cooperation Requested in Protecting the Credibility of the Tests and Certification Process. The prudent use and professional protection of the tests and corresponding certification of successful test completers are critical to the statewide effort required to develop and preserve a high level of industry acceptance of these instruments. Please:

- Reproduce only as many copies of the individual tests as are required for one year's use;
- Carefully monitor the distribution and collection of the tests to prevent their loss or misuse;
- Adhere to the time limits, instructions and grading standards provided for each test; and

- Recommend the issuance of certificates of proficiency to only those students who successfully complete the tests within the specified time limits and at the established achievement standards.

Acknowledgements. The development of these tests was initiated in 1981 through a Federal (VEA) project administered by San Joaquin Delta College (Stockton). That effort, coordinated by Gerald Kilbert of the California State Department of Education, resulted in the production of test drafts for the common core, office core, general office clerk, clerk typist, stenographer and accounting clerk competencies and a field test of each of these documents. The business education teachers involved in the initial developmental efforts were Charles Buckton and Marsha Dearborn, Redwood High School (Visalia); Marty Hays, Sunny Hills High School (Fullerton); Conway Spitler, Canyon School (Saugus); Charles Walejko, Woodruff Regional Occupational Center (Stockton); and Bryce Yourd, retired from Highlands High School (Sacramento). Dr. Ric Brown of CSU, Fresno, provided technical assistance in test reliability and validity. Dr. Brown was also responsible for analyzing the field test results and making needed revisions.

The second draft of the tests was administered by Dr. James Brinkman of Visalia Unified and coordinated by Charles Buckton. The business education staffs of Golden West High School, Mt. Whitney High School and Redwood High School (*Visalia) and Los Alamitos High School were responsible for much of the writing and rewriting efforts. The original test draft components were updated to coincide with the industry-validated revisions made in 1982. Test components were added for computer literacy and word processing operator. Jan Half of the Industry Education Council of California coordinated the Summer of 1984 industry field test of the second draft documents. Approximately thirty of the State's high schools also participated in this field test effort.

The final draft of the tests was also coordinated by Charles Buckton. It involved a restructuring of the tests from a format which coincided with the components of the California Business Education Program Guide for Office and Marketing/Distributive Occupations to separate comprehensive test instruments for each of the occupations. Jan Half of the Industry Education Council of California again coordinated the industry field test and validation of the final drafts of the tests and the Industry Education Council's endorsement of the certification process.

The State Department of Education extends its appreciation to each person and agency that participated in the development of these tests. Special acknowledgements are extended to Charles Buckton for his dedication to the completion of a test package and process California's business educators could be proud of, and to the Visalia Unified School District for its unending support.

EMPLOYMENT-READINESS TEST
FOR
GENERAL OFFICE CLERK

Produced by:

Visalia Unified School District
in cooperation with the
California State Department of Education
and the
Industry Education Council of California, 1984

GENERAL OFFICE CLERK TEST
Objective Question Section

Contents:

Teacher Materials

Instructions to the Teacher
Answer Key for Objective Question Section

Student Materials

Instructions to the Student
Objective Question Test Copy
Student Answer Sheet for Objective Question Section

Teacher Directions:

There are 135 test items. The student should be given no more than one hour and thirty minutes to complete this section.

The criteria for successful passing of the test is 80% of the written items (108 items correct).

An answer sheet is provided. The school may elect to use alternative machine scoring answer sheets.

A scoring key is attached.

Students are **NOT** to write on test copy. Therefore, scratch paper should be provided.

GENERAL OFFICE CLERK TEST
Objective Question Section

Answer Key

1. E	26. B	51. D	76. C	101. C	126. E
2. A	27. D	52. D	77. D	102. D	127. C
3. B	28. D	53. A	78. D	103. B	128. B
4. C	29. A	54. B	79. B	104. C	129. D
5. D	30. C	55. E	80. D	105. C	130. B
6. B	31. B	56. B	81. A	106. B	131. B
7. B	32. A	57. D	82. B	107. D	132. B
8. D	33. A	58. C	83. A	108. A	133. D
9. B	34. C	59. C	84. A	109. A	134. C
10. C	35. B	60. C	85. A	110. A	135. D
11. A	36. A	61. B	86. A	111. C	
12. D	37. A	62. C	87. A	112. B	
13. C	38. D	63. A	88. A	113. C	
14. D	39. D	64. C	89. A	114. E	
15. B	40. B	65. B	90. A	115. D	
16. D	41. A	66. C	91. A	116. D	
17. A	42. C	67. A	92. A	117. B	
18. C	43. B	68. C	93. C	118. C	
19. A	44. B	69. A	94. D	119. A	
20. A	45. D	70. C	95. B	120. E	
21. D	46. A	71. B	96. A	121. D	
22. C	47. C	72. D	97. B	122. A	
23. B	48. B	73. B	98. B	123. A	
24. B	49. B	74. C	99. B	124. D	
25. A	50. C	75. D	100. B	125. D	

STUDENT MATERIALS

GENERAL OFFICE CLERK TEST

Objective Question Section

To the Student:

The test for certification as a General Office Clerk is composed of two (2) sections, the Objective Question Section and the Performance Section. This is the Objective Question Section. You will be given one (1) hour and thirty (30) minutes to complete it.

An answer sheet and scratch paper will be provided. **DO NOT** write on the test copy.

To receive the General Office Clerk Certificate, you must answer the one hundred thirty-five (135) questions with 80% accuracy (108 questions correct).

Do not begin the test until you are instructed to do so by the teacher.

STUDENT MATERIALS

GENERAL OFFICE CLERK TEST
Objective Question Section

Answer Sheet

Name of Student _____ Date _____

1. ____	26. ____	51. ____	76. ____	101. ____	126. ____
2. ____	27. ____	52. ____	77. ____	102. ____	127. ____
3. ____	28. ____	53. ____	78. ____	103. ____	128. ____
4. ____	29. ____	54. ____	79. ____	104. ____	129. ____
5. ____	30. ____	55. ____	80. ____	105. ____	130. ____
6. ____	31. ____	56. ____	81. ____	106. ____	131. ____
7. ____	32. ____	57. ____	82. ____	107. ____	132. ____
8. ____	33. ____	58. ____	83. ____	108. ____	133. ____
9. ____	34. ____	59. ____	84. ____	109. ____	134. ____
10. ____	35. ____	60. ____	85. ____	110. ____	135. ____
11. ____	36. ____	61. ____	86. ____	111. ____	
12. ____	37. ____	62. ____	87. ____	112. ____	
13. ____	38. ____	63. ____	88. ____	113. ____	
14. ____	39. ____	64. ____	89. ____	114. ____	
15. ____	40. ____	65. ____	90. ____	115. ____	
16. ____	41. ____	66. ____	91. ____	116. ____	
17. ____	42. ____	67. ____	92. ____	117. ____	
18. ____	43. ____	68. ____	93. ____	118. ____	
19. ____	44. ____	69. ____	94. ____	119. ____	
20. ____	45. ____	70. ____	95. ____	120. ____	
21. ____	46. ____	71. ____	96. ____	121. ____	
22. ____	47. ____	72. ____	97. ____	122. ____	
23. ____	48. ____	73. ____	98. ____	123. ____	
24. ____	49. ____	74. ____	99. ____	124. ____	
25. ____	50. ____	75. ____	100. ____	125. ____	

Match the following terms on the left to their definitions of the right.

1.	Source document	a.	Computer output
2.	Computer printout	b.	When companies share the time of a computer
3.	Time-sharing	c.	A simple system of data processing
4.	Pegboard	d.	A card which a scanning machine can read
5.	Mark-sense card	e.	Business paper used to record data for the initial time

6. If you are very thin, it is best that you select clothes:

   a. That have vertical lines
   b. That have horizontal lines
   c. That you like
   d. That are dark colors

7. Choose the answer below that best contains the missing information you need to carry out the following request: Please bring me change for the purchase of this box of clips.

   a. The different denominations of coins wanted
   b. The cost of paper clips and amount of money given
   c. The date of the purchase and the price of the paper clips
   d. The time you want the change and the amount of change

Match the following terms on the left to their definitions on the right.

8.	Applicant	a.	husband or wife
		b.	one who relies on another for support
9.	Dependent	c.	one who, by law, has the rights of natives
		d.	one who applies for a job
10.	Naturalized citizen	e.	able to use more than one language

11. The amount of money a person earns before deduction is called:

    a. gross pay
    b. net pay
    c. FICA
    d. SDI

12. Which one of the following could be listed on a payroll voucher as "other deductions":

    a. SDI
    b. FICA
    c. State withholding tax
    d. Insurance premiums

13. You start out your day with the following in your till: 2 - 1 dollar bills, 6 dimes, 4 nickles, 6 pennies. The total on your cash report form will be:

    a. $2.68
    b. $16.00
    c. $2.86
    d. $6.82

14. A customer gives you $10.02 for a $6.72 sale. The least amount of correct change will be:

    a. 4 - 1 dollar bills, 1 quarter, 1 nickel
    b. 3 - 1 dollar bills, 3 dimes
    c. 3 - 1 dollar bills, 2 dimes, 2 nickels
    d. 3 - 1 dollar bills, 1 quarter, 1 nickel

15. If your change drawer at the beginning of the day contains $25 (5 - 1 dollar bills, 1 - 10 dollar bill, 6 - 50¢ pieces, 11 quarters, 18 dimes, 30 nickles, 1 roll of pennies and 45 loose pennies) and you make sales of $4.85 from $20, $3.86 from $10.06 and $88.50 from $100, your ending cash would be:

    a. $7.15
    b. $122.21
    c. $42.85
    d. $97.21

16. Add the following numbers: 768.58, 34.512, 38.45, 67.523, 986.15 and 2.876. Round off your answer to two decimal places. The answer is:

    a. 1898.089
    b. 1898.10
    c. 1898.90
    d. 1898.09

17. Subtract .398 from 6. The answer is:

    a. 5.602
    b. 5.062
    c. 5.206
    d. 5.397

18. Convert 1/5 into a decimal. The answer is:

    a. .50
    b. 1.5
    c. .20
    d. 1.20

19. Reduce 6/10 to the lowest terms. The answer expressed as a fraction is:

    a. 3/5
    b. 6/5
    c. .60
    d. .30

12

20. Multiply 6 1/3 by 52 1/4. Your answer, expressed as a fraction is:

a. 330 11/12
b. 329 11/12
c. 303.916
d. 330.917

21. Convert 1/4 into a decimal. The answer is:

a. 1.40
b. .40
c. 1.25
d. .25

22. Your swim team has won 16 of 20 meets. What percent of their meets did they win?

a. 16%
b. 1.25%
c. 80%
d. 20%

23. Add 2 5/8 and 7 2/3. The answer is:

a. 9 7/24
b. 10 7/24
c. 9 31/24
d. 10 1/4

24. You must contact the operator to receive most area codes.

a. True
b. False

25. A city directory lists, alphabetically, the names, addresses and other information about most citizens in a city.

a. True
b. False

26. If you wanted to know the ZIP Code for a city that only has one post office, you would probably look in the ZIP Code Directory:

a. In the appendix
b. On the first pages listing the state
c. In the beginning of the directory
d. Alphabetically under "Small Cities"

27. When ordering from a supply catalog, which information would probably be the least necessary?

a. Quantity
b. Extension
c. Unit of measure
d. Quality

28. On a bank deposit slip, checks are listed by:

a. Check number
b. Numerical order
c. Chronological order
d. ABA number

29. Which of the following matches the example exactly:
Example: Martha Duncan #623359481

a. Martha Duncan #623359481
b. Martha Duncan #638354981
c. Martha Duncan #628359481
d. Martha Duncan #628539481

30. Which of the following words is spelled incorrectly?

a. niece
b. sleigh
c. decieve
d. freight

31. Indicate which word correctly fits the following sentence:
"Dr. Taylor has many _____."

a. patience
b. patients

32. The singular possessive form of school is:

a. school's
b. schools'
c. schools

33. When you are placing an outgoing call on a push button telephone, you would need to push a button that is not lit.

a. True
b. False

34. You are working as a cashier at a department store. A customer comes to you complaining about the high cost of the purchase being made. What would you do?

a. Tell the customer that you just work here.
b. Tell the customer that if he/she doesn't like it to shop somewhere else.
c. Listen and try to explain why the cost is so high.

35. "As we will be coming tomorrow," is a complete sentence.

a. True
b. False

36. Which of the following would be the shortest way of changing this statement into a complete sentence? "The telephone ringing."

a. The telephone is ringing.
b. The blue telephone ringing.
c. The office telephone is ringing.

37. Choose the sentence in which the punctuation and capitalization are correct.

a. Have you met Lee Hall, President of Hart College?
b. Have you met Lee Hall, president of Hart College?
c. Have you met, Lee Hall, President of Hart College?
d. Have you met Lee Hall, president of Hart college?

38. The first step in a planned approach to decision making is:

a. Take action
b. Define the decision to be made
c. List alternative decisions
d. Identify what is important to you and what you want to accomplish.

39. A good decision maker should:

a. Know something about himself
b. Know the limitations of your decision making
c. Know the overall objective
d. All of the above

40. Select the statement that best describes the free enterprise system.

a. Government owned newspapers and television
b. Competition and profit motive
c. Government owned industry and trade barriers
d. Socialized medicine and open competition

Match the correct leadership style with the descriptions listed below.

41. Decisions are made solely by the leader/manager.

42. Decisions made primarily by members/employees with little involvement by the leader/manager.

43. Decisions made after asking members/employees for their opinions and judgments. Teamwork is the underlying principle.

a. Autocratic (Boss-centered)
b. Democratic (Participative)
c. Laissez-faire (Employee centered)

44. Situation: As a store manager, it is your wish to improve the customer relations of your employees. Which of the following approaches would be appropriate?

a. To be firm and order your employees to treat customers in the appropriate manner
b. Hold workshops on how to improve customer relations
c. Hire new employees

45. You are the president of one of your school's larger extra-curricular organizations. You find that your secretary is not fulfilling the duties of his position. Which do you think would be the best course of action?

a. Work with the advisor and the secretary for a positive solution
b. Discuss it with your organization's advisor
c. Discuss the situation with your secretary and work for possible solutions
d. All of the above

46. Which of the following is not an advantage of a sole proprietorship?

a. Unlimited liability
b. Control over decision making process of the business
c. Organizational changes are easy to make.
d. Most inexpensive to organize

47. Which of the following is not an advantage of a partnership?

a. Sharing business expenses
b. Using expertise and capital of each partner
c. Unlimited liability
d. All of the above are advantages.

48. Which of the following is an advantage of a corporation?

a. Most expensive to organize
b. Easiest form of raising money
c. Owner is not in total control.
d. More governmental controls

49. Select the correct answer in the following situation:
When communicating job instructions to an employee, which would you do?

a. Speak with a loud voice
b. Speak clearly, loudly enough to be heard, and enunciate correctly
c. Speak concisely with very much detail

50. You are financing $1,000 on a new car. The simple interest rate for one year for financing the car is 12%. What would it cost you for interest for the first month?

a. $83.33
b. $120.00
c. $10.00
d. $12.00

51. Which is the better buy per ounce - all other things being equal. You are buying a can of tomatoes.

a. 1 lb. @ $1.35
b. 8 oz. @ $.35
c. 12 oz. @ $.49
d. 1 lb. 3 oz. @ $.96

52. Advertising affects the consumer in all of the following ways except one. Select the choice that does not affect consumers.

a. Creates a desire for the product
b. Attracts the attention of the consumer
c. Promotes action
d. Determines customer need for the product

53. Computer program instructs the computer to manipulate words (delete, insert, etc.) This is known as:

a. Word Processing
b. Data Processing
c. Process Control
d. Compiler
e. Scanner

54. Taking data that has been input and doing something with it is:

a. Information Retrieval
b. Data Processing
c. Simulation
d. Process Control
e. Robotics

55. Input/output unit attached to a mainframe or minicomputer is a:

a. Scanner
b. Compiler
c. Robotics
d. CAI
e. Terminal

56. Using the computer to help students learn is known as:

a. UPC
b. CAI
c. IBM
d. UNIVAC
e. ENIAC

57. Black and white bars and numbers which represent product name, size and price are called:

    a. IBM
    b. CAI
    c. CPU
    d. UPC
    e. BIT

58. Computer programs are referred to as:

    a. hardware
    b. microprocessors
    c. software

59. The number system used by computers is called the

    a. metric system
    b. Dewey Decimal number system
    c. binary number system

60. Today most computers are used by

    a. Mathematicians
    b. Physicians
    c. Business people
    d. Scientists

61. Which of the following can be an input as well as an output device?

    a. Keyboard
    b. Video Display Screen
    c. Joystick
    d. Mouse

62. Which of the following programming languages is used most often with microcomputers?

    a. PL/1
    b. COBOL
    c. BASIC
    d. FORTRAN

63. Write the letter on the answer sheet for the term NOT correctly alphabetized:

    a. Berens, Arlene Co., San Jose, CA
    b. Berens, Arlin Co., Santa Barbara, CA
    c. Berens, A. Co., San Jose, CA
    d. Berens, Arline Co., Santa Barbara, CA
    e. Berens, Arline Co., Santa Clara, CA

64. Write the letter on the answer sheet for the name NOT indexed correctly:

	Name		Indexed
a.	Johnny d'Artagnane	a.	d'Artagnane, Johnny
b.	Jacqueline DeBenedict	b.	DeBenedict, Jacqueline
c.	Jane John-Andrews	c.	Andrews, Jane John
d.	Maria Rios	d.	Rios, Maria
e.	John Roos	e.	Roos, John

65. Select from the items below an example of **Indexing**:

a. Fred Aldrich
b. Allen Furniture Company
c. Thad Allen
d. Jeanette Ambrose
e. Joseph Andrews

66. Two of the names below are incorretly alphabetized. Indicate which one should be listed first.

a. Andrews, J.
b. Andrews, James II
c. Andrews, Jas.
d. Andrews, Jamison
e. Andrews, John

67. Choose from the items below, the best example of "nothing comes before something."

a. Ballante, S.
b. Ballante, Samuel
c. Barnett, Donald
d. Barnhill, Sue
e. Barr, Joel

68. Which item listed below does not follow the indexing rules?

a. Father Kelly
b. Sister Anne
c. Reverend John Allen
d. Prince Charles
e. Brother John

69. Select the filing rule below that indicates how these names should be filed:

Abel, John (2nd)
Abel, John (3rd)
Abell, John (Jr.)
Abell, John (Sr.)

a. When names are the same, the special designations are filed alphabetically or numerically.
b. Only surnames are considered.
c. Unusual names -- family names and first names difficult to identify.
d. When names are exactly alike, the cities in which correspondents are located is considered.
e. When two last names are spelled the same with exception that one has one additional letter at the end, shorter names come first.

70. Which set of numbers below is in the correct ascending order?

a.	b.	c.	d.
22389	89321	05629	22389
22390	63219	22389	22390
05629	05629	22390	63219
63219	22390	63219	89321
89321	22389	89321	05629

71. Which set of numbers below is in the correct ascending order?

a.	b.	c.	d.
551 24 9238	551 24 9165	878 29 2145	551 24 9165
551 24 9165	551 24 9238	678 29 2132	552 24 9228
552 24 9328	552 24 9328	552 24 9328	551 24 9238
678 29 2133	678 29 2132	552 24 9165	678 29 2133
878 29 2145	878 29 2145	552 24 9238	878 29 2145

72. Which set of numbers below is in the correct ascending order?

a.	b.	c.	d.
64 45 15	64 23 15	64 42 09	64 23 15
64 45 10	64 42 09	64 43 09	64 42 09
64 43 09	64 43 09	64 45 10	64 43 09
64 23 15	64 45 15	64 45 15	64 45 15
64 42 09	64 45 10	64 23 15	64 45 15

73. Under the heading below entitled "Procedure When Opening Incoming Mail," which of the choices listed after a, b, c, or d should be inserted on the blank line.

a. Seal the envelope
b. Attach the envelope to the correspondence
c. Make a copy of the letter
d. List all mail received from United Parcel Service

Procedure When Opening Incoming Mail

- Open envelopes, except personal and confidential _____ (Select a, b, c, d, as indicated above)
- Check and attach enclosures, if any
- Note if enclosure is missing
- Time stamp
- Sort by classification (personal), first-class, other class

On your answer sheet, place the letter of the word on each line that is NOT spelled correctly.

74.	a. baggage	b. winning	c. shiped	d.taxes	e. dropped
75.	a. conscience	b. piece	c. peace	d. beleive	e. brief
76.	a. review	b. eight	c. foerign	d. freight	e. questionnaire
77.	a. regretted	b. occurrence	c. equipped	d. evennes	e. beginning
78.	a. payment	b. available	c. offering	d. referince	e. profited
79.	a. receive	b. niether	c. believe	d. receipts	e. foreign
80.	a. heaviest	b. modified	c. beautiful	d. accompaying	e. inventories
81.	a. milage	b. enclosure	c. approving	d. disciplinary	e. desiring
82.	a. skillful	b. embarasing	c. willingly	d. dismissal	e. expressed

Correctly complete the following sentences by selecting the correct word from the two words within the parentheses. Place the letter of the correct word on the answer sheet.

83. The handwriting was (a. illegible, b. eligible) on the application.

84. This helped the student (a. lose, b. loose) the chance for the entry-level job.

85. The (a. personnel, b. personal) office will interview all applicants.

86. (a. Personnel, b. Personal) interested in the new opening will be interviewed.

87. A (a. boy's, b. boys') bicycle was found in the park.

88. The ten (a. years', b. year's) reports were stapled together.

89. Please (a. accept, b. except) this money in payment of my bill.

90. Accept the (a. advice, b. advise) and improve your writing.

91. The (a. effect, b. affect) of government policy will be shown in our relations with other countries.

92. Inflation will (a. affect, b. effect) the amount of goods the dollar will purchase.

Match the following terms on the left to their definitions on the right:

93.	Improvise	a.	A mutual agreement made by concession on both sides
94.	Morale	b.	The formal reserve of one's manners and language
95.	Dignity	c.	To make do with what one has
96.	Compromise	d.	A state of mind which reflects an individual's attitude
		e.	A standard by which something is judged

Make a choice as to the BEST punctuation in each of the following groups.

97. a. Mr. Rios does not wish to run for an office, he will serve if elected in April, 1984.

    b. Mr. Rios does not wish to run for an office; he will serve if elected in April, 1984.

    c. Mr. Rios does not wish to run for an office he will serve if elected in April, 1984.

98. a. Workers, producing more than their quota, are given additional money in the form of a bonus check.

    b. Workers producing more than their quota are given additional money in the form of a bonus check.

    c. Workers; producing more than their quota, are given additional money in the form of a bonus check.

99. a. After dark moths appear by the hundreds.

    b. After dark, moths appear by the hundreds.

    c. After dark: moths appear by the hundreds.

100. a. A compound sentence as we stated in the previous unit is a sentence that contains two or more independent clauses.

    b. A compound sentence, as we stated in the previous unit, is a sentence that contains two or more independent clauses.

    c. A compound sentence; as we stated in the previous unit; is a sentence that contains two or more independent clauses.

Filing and Retrieving:

You have correspondence (letters, memorandums, invoices and other business items) which are to be placed in an alphabetic file (see Alphabetic Files shown on this page). Place each of the correspondence items listed below (questions 101-110) in the appropriate file in proper order. On your answer sheet, place the **Answer Code** of the file that the correspondence item will **follow**. (EXAMPLE: Muzicraft follows Muzayyin, Nasrat. Therefore, you would mark C on your Answer Sheet.

		Answer Code	Alphabetic File
		A	Musial, Anthony J.
		B	Musial, D.L.
		C	Musial Walter J.
		D	Music, Ed
101.	Music Box The	E	Music Loft (The)
		A	Music Machine (The)
102.	Musicom	B	Music Plus
		C	Music, Robert E.
103.	Musselman's	D	Music Shop (The)
		E	Musical Instrument Repair by Richard
104.	Mutual of Omaha Ins. Co.	A	Musicgraph Co.
		B	Musicians Union Local 581 AFM
105.	Muzicraft	C	Musick Bill C.
		D	Musicland
106.	Musse, E. A.	E	Musil, Ronald
		A	Musquic, Alex
107.	Music, Ed. C.	B	Mussa, Helen G.
		C	Musselman, Robert C.
108.	Musicgraph Co. & Associates	D	Musselman, T. Robert
		E	Mustaparta, George R.
109.	Musquiz, Dionicio	A	Muth, John
		B	Muth, Kirk R.
110.	Mutze, W. W.	C	Mutschler, C. R.
		D	Mutual Savings & Loan Association
		E	Mutual Ticket Agency
		A	Mutz, Bruce W.
		B	Muzak Music By
		C	Muzayyin, Nasrat
		D	Muzio, Angelo
		E	Muzuol, R. V.

Filing and Retrieving: (continued)

You have correspondence (letters, memorandums, invoices and other business items) which have been numbered and are to be placed in a numeric file (see Numeric Files shown on this page). Place each of the correspondence items listed (questions 111-115) in the appropriate file in proper order. On your answer sheet, place the **Answer Code** of the file that the correspondence item will **follow**. (EXAMPLE: 48-601-12 follows 48-600-12; therefore, on your answer sheet C would be the correct answer.

		Answer Code	Numeric File
		A	46-333-00
		B	47-321-09
		C	47-321-99
		D	48-001-23
		E	48-099-33
		A	48-378-23
111.	51-607-23	B	48-423-32
		C	48-600-12
112.	51-609-25	D	48-602-09
		E	48-711-23
113.	51-611-22	A	49-500-34
		B	49-501-45
114.	53-600-34	C	50-500-23
		D	50-700-78
115.	48-602-12	E	51-231-45
		A	51-567-88
		B	51-602-32
		C	51-605-23
		D	51-607-32
		E	51-607-44
		A	51-608-67
		B	51-609-23
		C	51-610-45
		D	52-610-47
		E	53-423-12
		A	53-423-99
		B	53-598-34
		C	53-600-23
		D	53-600-30
		E	53-600-32

GENERAL OFFICE CLERK TEST
Objective Question Section

Using the subject index below, code the following items of correspondence. Place the Answer Code in the correct space on your answer sheet.

116. Memo - Cost of filing equipment
117. Bulletin board item listing examples of endorsements
118. Memorandum: How to address form letters
119. Income Tax deduction bulletin from IRS
120. Bulletin Board Poster: Restrictive Endorsement
121. Memo: Return address airmail envelope
122. Tabulation of Employment Agencies
123. Receipt: Money order, Express
124. Letter Requesting Costs of Electronic Data Processing
125. Sales Letter comparing costs of data processing equipment
126. Receipt for express charges

From the choices in this file, select the correct **Answer Code for Questions 116 through 126.**

Subject File

Answer Code	Code	Subject
A	100	Earnings, deductions
B	105	Earnings, records, employees
C	115	Electronic computing machine
D	120	Electronic data processing
E	125	Employer's List
A	130	Employment agencies
B	135	Endorsement
C	135.05	In bank
D	135.20	In full
E	135.35	restrictive
A	140	Enterprise Service
B	145	Envelopes
C	145.05	addressing for form letter
D	145.20	airmail
E	145.35	business reply
A	145.50	chain feeding of
B	145.65	government stamped
C	145.80	special delivery
D	150	Equipment, filing
E	160	Exchange services
A	165	Express money order
B	170	Express Services
C	170.05	air
D	170.20	c.o.d.
E	170.35	express shipments

Using the payroll summary below, put the answer to the following questions on the answer sheet. Use the back of the answer sheet for your hand calculations.

127. How many hours did Mr. Brown work the week ending 8/29/79?

a. 41
b. 42
c. 43
d. 44
e. 45

128. If Mr. Brown receives $4.00 on hour for the first forty hours and time and a half for hours beyond forty, what is his total gross pay for the week?

a. $168.00
b. $178.00
c. $188.00
d. $176.00
e. $180.00

129. If his total deductions are $58.36, what is his take home pay?

a. $118.46
b. $109.25
c. $121.64
d. $119.64
e. $126.04

PAYROLL SUMMARY

Name Arthur Brown No. 145

Week Ending August 29, 1984

Days

	In	Out	In	Out	In	Out	Hours
Monday	8:00	12:01	1:00	5:00			8
Tuesday	8:05	12:02	1:01	5:10			8
Wednesday	8:00	12:05	12:55	5:11			8
Thursday	7:50	12:08	12:59		6:00	9:00	11
Friday	8:00	12:00	1:00	5:01			8
Saturday							
Sunday							

From the choices given below each name, select the **best** cross reference and place the letter before that choice in the proper space on the answer sheet. The item should be indexed.

130. Williams, Marie Jane (Mrs. Albert)

a. Marie Jane Williams
b. Williams, Albert (Mrs.)
c. Mr. Albert Williams
d. William, M. J.
e. Williams, Maria

131. Land, Mary Janes (Mrs. Michael)

a. Mary Janes Land
b. Land, Michael (Mrs.)
c. Michael Land
d. Lands, Michael
e. M. J. Land

132. A B C

a. American Company
b. American Broadcasting Corporation
c. Broadcasting Corporation of America
d. Broadcasting Co.
e. Corporation of Am.

Determine the postage and fees for the following items (see Rate Schedule on the next page). Put your answer on the answer sheet.

133. First-class material to be sent by Special Delivery -- the weight is one and a half pound and is mailed within the United States of America.

a. $1.95
b. $2.00
c. $2.05
d. $2.10
e. $2.15

134. First-class material weighing nine and one-half ounces with Special Handling requested.

a. $2.45
b. $2.58
c. $2.48
d. $2.60
e. $2.43

135. First Class mail weighing 10 ounces.

a. $1.75
b. $1.87
c. $1.83
d. $1.73
e. $1.70

RATE SCHEDULE

Certified Mail

	FEE (In addition to postage)
Certificate Mailing	$0.40
Additional Services for Insured and Registered Mail:	
Restricted Delivery*	$1.00
Return Receipts*	
Requested at time of mailing:	
Showing to whom and when delivered	$0.60
Showing to whom, when, and address where delivered	$0.70
Requested after mailing:	
Showing to whom and when delivered	$3.75

*Not available for mail insured for $20 or less

Special Delivery

	Weight		
	Not More than 2 pounds	More than 2 pounds but not more than 20 pounds	More than 10 pounds
First class and priority mail	$2.10	$2.35	$3.00
All other classes	$2.35	$3.00	$3.40

Special Handling (Fees show in addition to required postage)

Weight	Fee
Not more than 10 pounds	$0.75
More than 10 pounds	$1.30

First Class

Letter Rates	
1st ounce	20¢
Each additional ounce or fraction of an ounce	17¢
Over 12 ounces	Priority mail (heavy pieces) rates apply.
Single postal cards sold by the post office	13¢ each.
Double postal cards sold by the post office	13¢ each half.
Single post cards	13¢ each.
Double post cards (reply half of double post card does not have to bear postage when originally mailed)	13¢ each half.
Presort rate	Consult Postmaster
Business reply mail	Consult Postmaster

GENERAL OFFICE CLERK TEST

PERFORMANCE SECTION

Contents:

Teacher Materials

- Guidelines
- Teacher Directions
- Answer Key for "Typing from a Handwritten Letter " (Part II)
- Machine Calculator Answer Key

Student Materials

- Student Instructions
- Test Copy for Five Minute Timed Writing (Part I)
- Test Copy for "Typing from a Handwritten Letter" (Part II
- Test Copy for Maching Calculator (Part III
- Answer Sheet for Machine Calculator

GUIDELINES FOR CORRECTING TIMED WRITINGS AND PRODUCTION TESTS

1. Any word or words that deviate from the test copy are considered errors; however, no word will be counted as more than one error regardless of the number of mistakes within that word.

2. Mistakes in punctuation (or the omission of punctuation), spacing (or lack of spacing), and capitalization are to be counted as errors.

3. Incorrect word division at the end of a line is to be counted as an error.

4. Completed typed material must be identical to test copy in form.

5. Length of typing line, spacing, and paragraph indentation may vary with different timed writing and production tests, therefore check the instructions for each carefully.

6. Failure to follow instructions will result in a failing grade for that part.

Teacher Instructions for Timed Writings --

1. Warm-Up

   The student should be allowed to practice not more than 10 minutes prior to the 5 minute timed writings. Any material may be used for warm-up practice except test copy.

2. Two timed writings should be given for each Employment-Readiness Test. The better score should be submitted for certification.

3. The student will be given sufficient time to proofread and to circle all errors after the timed writings. The person administering the test will be responsible for rechecking writings and determining the student's score.

4. Net words per minute is determined by subtracting two for each error from the total words typed as indicated by scale on test copy.

Teacher Instructions for Production Typing --

1. Provide sufficient space for the student to arrange materials most efficiently.

2. Correction materials to be used will be at the discretion of the students. Discernible corrections should be counted as errors.

3. The student should be instructed to read and follow all directions with care.

4. Once the teacher has covered the test instructions with the student, no further help shall be given.

5. The student should be given sufficient time to proofread and circle all uncorrected errors. The person administering the test will be responsible for rechecking all work and determining the student's score or grade.

6. The student is to be given only that amount of time indicated to complete each production problem. Additional time should be allowed for the student to proofread and to circle all uncorrected errors.

7. Student should be allowed no more than 10 minutes warm-up time prior to the production typing.

GENERAL OFFICE CLERK TEST

Performance Section

Teacher Directions:

There are three parts to the Performance Section of the General Office Clerk Test: Five Minute Timed Typing, Typing from a Handwritten Letter, and the Machine Calculator Test. Approximately one hour will be needed to complete this section. Time allowances, standards, and supplies/equipment needs are enumerated in the directions for each part.

Part I -- Five Minute Timed Writing

- Time Allowance: Five (5) minutes (after warm-up)
- Standards: 40 words per minute with a maximum of five (5) errors (1.3 syllabic intensity)
- Additional Information:
  - Copy is provided in the Student Material Section.
  - Two time writings are to be allowed in one testing session.
- Supplies/Equipment needs:
  - Typewriter
  - Typing paper (3 sheets)

Part II -- Typing from a Handwritten Letter: (15 minutes)

- Time Allowance: Fifteen (15) minutes
- Directions:
  - Letter will be transmittable.
  - Block letter style
  - Two (2) inch margins
  - Open punctuation
  - Start with the date on line 16.
  - Indiscernible correction of errors
- Supplies/Equipment needs:
  - Typewriter
  - Two sheets letterhead stationery
  - One envelope (#10 size)
  - One page handwritten business letter (Test copy in Student Material Section.)
  - Correction supplies

Part III - Machine Calculator Test

- Time allowance: Fifteen (15) minutes
- Standards: 90% acuracy (27 correct)
- Supplies/Equipment needs:
  - Machine Calculator
  - Test Copy (Provided in Student Material Section.)
  - Answer Sheet (Answers are NOT to placed on the test copy.)

Part II -- Typing from Handwritten Copy

Answer Key

December 10, 1984

Mr. James Deluna
Jaycee State Reporter
Fodder Farm
Bangor, ME 04385 - 6770

Dear James

Congratulations on being selected as the Jaycee State Reporter. Your knowledge of public relations, personality, and the optimism you showed during the year were all very important factors in your being selected for the position.

The public will judge the Jaycees by what they do and what you say. An effective and productive year will be determined by early planning. Let all the State Jaycees be at your disposal in this effort.

Good luck in the coming year's activities. Again Congratulations.

Sincerely yours

Fred O. Wilson

Part III -- Machine Calculation -- ANSWER KEY

Round off all decimals to two places. Place commas where appropriate.

1.	48.85	16.	-77.45
2.	6,417.52	17.	33,912
3.	220.45	18.	706,050
4.	37,170	19.	4,828
5.	110,637	20.	125.04
6.	4,828	21.	-348.06
7.	382.53	22.	12.76
8.	-437.97	23.	3.17
9.	253.07	24.	749.76
10.	6.86	25.	174.45
11.	401.19	26.	351.94
12.	519.93	27.	40.57
13.	714.69	28.	5,108.10
14.	72.82	29.	261.24
15	5,554.97	30.	14,472

GENERAL OFFICE CLERK TEST

Performance Section

To the Student:

The complete test for certification as a General Office Clerk is composed of two (2) sections, the Objective Question Section and the Performance Section.

This is the Performance Section. It is composed of three (3) parts (see below). The time allowed for completion of each part and the standards for passing are included in the instructions for each part of the section. Please read your instructions carefully and ask for any clarification before you start the test.

Do not start until instructed to do so by the teacher.

Part	Performance Activity	Performance Time
I.	Timed Typing	5 minutes
II.	Typing from a Handwritten Business Letter	15 minutes
III.	Machine Calculator Test	15 minutes

Part I -- Five Minute Timed Typing

Instructions:

A. The teacher will provide the copy for the timed test.

B. Double space

C. 70 space line

D. Five space paragraph indention

Part II -- Typing a Business Letter from Handwritten Copy:

Instructions:

You will be given a handwritten letter. Type a business letter and address the envelope.

Time Allowance: 15 minutes

Standards:

1. Instructions on copy are to be followed correctly.
2. Letter will be transmittable.
3. Indiscernible correction of letters
4. All words spelled correctly
5. Proper use of punctuation marks and capitalization

Supplies and Equipment:

1. Two (2) sheets of letterhead stationery
2. One envelope (#10 size)
3. Typing paper
4. Correction supplies
5. Typewriter

Part III -- Calculator Test:

Instructions:

Copy is provided with thirty (30) problems. Answers are to be placed on the Answer Sheet. (DO NOT) write on the test copy.)

Time Allowance: Fifteen (15) minutes

Standards for Passing: 90% correct (28 correct answers)

Equipment:

Calculator

Part I -- Timed Writing (5 minutes)

Instructions:

1. 70 space line
2. Double spacing
3. 5 space paragraph indentation

	5'	
Chesterfield said, "Whatever is worth doing at all, is worth doing	3	51
well," which can be the guide by which to judge everything you do. Use	6	54
it for just one week, and you will realize how often your performance	8	56
is "all right" but not your best. If you can't be superior in every-	11	59
thing you do, you can work with the certainty that if it is worth doing	14	62
at all, it is worth doing as well as you can do it.	16	64
Have you made maximum use of your time in learning to type? You	19	67
are the only one who can answer the question with certainty. Others	21	69
may judge your work and find it fair or good or perhaps excellent,	24	72
but only you can know if you have done this work as well as you could.	27	75
If you haven't done as well as possible, you probably don't believe	29	77
that "Whatever is worth doing at all, is worth doing well."	32	80
There is magic in believing, if to the belief you hold you add	35	83
the work you should do. "Faith without works is dead" is often quoted	37	85
but work without faith is equally dead. Both are necessary if you want	40	88
to achieve your highest potential. What you get out of life depends on	43	91
you--on the work you do and the magic to believe that whatever you do	46	94
is worth doing well. It is just as simple as that.	48	96

Twice

5' 1 2 3

GENERAL OFFICE CLERK TEST
Performance Section

Part II -- Typing from Handwritten Copy

Instructions:

Below is a handwritten letter. Type a business letter using this handwritten copy and address the envelope.

1. Type letter in block style.
2. 2" side margin
3. Open punctuation
4. Date on line 16 -- (Use current date.)

Mr James Delura
State Jaycee Reporter
Fodder Farm
Bangor, ME 04385

Dear James Congratulations on being selected as the State Jaycee reporter. Your knowledge of public relations, personality, and the optomism you showed during the year were all very important factors in your ~~belat~~ being selected for the position. # The public will judge the JAYCEES by what they do and what ~~they~~ you say. An effective and productive year will be determined by early planning # Good luck in the coming years activities. Again congratulations.

Sincerely Yours
Fred O. Wilson

Let all the State Jaycees be at your disposal in this effort

Part III. Calculator Test

Answer Sheet

Name of Student _____ Date _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____

Part III. Calculator Test
Instructions:

This section will be timed for 15 minutes. Place your answers on the answer sheet provided. Turn in the tape. Round off decimals to two places and place the necessary commas. If you finish before time is called, check your answers.

4.06
6.51
1.03
3.42
2.07
7.98
8.05
5.49
9.01
1.23

(1)

516.56
926.86
657.48
1,187.30
538.52
471.86
238.85
796.35
733.21
350.53

(2)

65.48
176.74
.85-
9.10
477.69-
74.73-
3.95-
.86
18.19-
543.68

(3)

826 x 45 = ___(4)

1,941 x 57 = ___(5)

68 x 71 = ___(6)

402.32
19.79-

(7)

115.49
553.46-

(8)

48.5 x 5.218 = ___(9)

8.38 - 1.52 = ___(10)

150.78
90.37
65.10
73.56
21.38

(11) Subtotal

63.75
14.28
40.71

(12) Subtotal

52.28
23.20
23.15
96.13

(13) Total

6.04
1.56
3.01
13.42
22.07
7.89
5.08
9.45
1.09
3.21

(14)

615.65
629.68
487.65
307.81
528.35
681.47
858.23
697.35
213.73
535.05

(15)

48.56
147.76
.58-
1.90
684.77-
37.75-
5.93-
.68
91.18-
543.86

(16)

628 x 54 = ___ (17)

9,414 x 75 = ___(18)

71 x 68 = ___(19)

204.23
79.19-

(20)

115.49
463.55-

(21)

5.84 x 2.185 = ___ (22)

8.38 - 5.21 = ___ (23)

501.87
97.30
56.01
56.37
38.21

(24) Total

75.63
28.41
70.41

(25) Subtotal

28.25
20.23
15.32
113.69

(26) Total

.46
1.56
.31
3.42
7.02
8.97
5.08
9.45
1.09
3.21

(27)

165.56
682.96
576.84
307.18
852.53
186.47
858.23
635.79
337.21
505.33

(28)

45.68
746.17
.83-
1.09
774.96-
73.74-
9.35-
.68
19.18-
345.68

(29)

268 x 54 = ___ (30)

EMPLOYMENT-READINESS TEST
FOR
CLERK TYPIST

Produced by:

Visalia Unified School District
In cooperation with the
California State Department of Education
and the
Industry Education Council of California, 1984

BUSINESS EDUCATION

CLERK TYPIST TEST

OBJECTIVE QUESTION SECTION

Contents

Teacher Materials

Instructions to the Teacher
Answer Key for Objective Question Section

Student Materials

Instructions to the Student
Objective Question Test
Answer Sheet for Objective Question Section

Teacher Directions:

There are 120 test items. The student should be given one and one-half hours to complete the question section of the Clerk Typist Test.

The criteria for successful passing of the test is 80% of the questions (96 items correct).

An Answer Sheet is provided. The school may elect to use alternative machine scoring answer sheets.

A Scoring Key is included.

Students are not to write on test copy, therefore, scratch paper should be provided.

TEACHER MATERIALS

CLERK TYPIST TEST

Objective Question Section

Answer Key

1. E	26. D	51. C	76. B	101. B
2. A	27. A	52. B	77. A	102. C
3. B	28. D	53. B	78. A	103. C
4. C	29. C	54. C	79. A	104. C
5. D	30. C	55. C	80. A	105. C
6. B	31. D	56. D	81. A	106. C
7. B	32. B	57. A	82. A	107. D
8. D	33. B	58. B	83. A	108. B
9. B	34. A	59. E	84. A	109. C
10. C	35. B	60. B	85. A	110. A
11. A	36. A	61. C	86. A	111. B
12. D	37. C	62. C	87. A	112. C
13. C	38. B	63. C	88. C	113. B
14. D	39. A	64. B	89. D	114. C
15. B	40. D	65. C	90. B	115. D
16. D	41. A	66. C	91. A	116. C
17. A	42. D	67. C	92. B	117. B
18. C	43. D	68. B	93. B	118. D
19. A	44. B	69. C	94. B	119. C
20. A	45. A	70. A	95. B	120. A
21. D	46. C	71. C	96. A	
22. C	47. B	72. A	97. A	
23. B	48. B	73. C	98. C	
24. B	49. D	74. B	99. D	
25. B	50. A	75. D	100. D	

CLERK TYPIST TEST

Objective Question Section

To the Student:

The test for certification as a Clerk Typist is composed of two (2) sections, the Objective Question Section and the Performance Section. This is the Objective Question Section, you will be given one hour and a half to complete it.

An answer or scoring sheet will be provided. **DO NOT** write on the test copy.

To receive the Clerk Typist Certificate you must answer the one hundred twenty (120) questions with 80% accuracy (96 correct).

Do not begin this section until you are instructed to do so by the teacher.

The time that you are allowed to finish this section is more than adequate; however, you must work steadily and efficiently. Do not let a few questions hold you up; skip them, finish the rest of the questions, then come back to the difficult ones.

STUDENT MATERIALS

CLERK TYPIST TEST

Objective Question Section

Student Answer Sheet

Name _____ Date: _____

1. ___	26. ___	51. ___	76. ___	101. ___
2. ___	27. ___	52. ___	77. ___	102. ___
3. ___	28. ___	53. ___	78. ___	103. ___
4. ___	29. ___	54. ___	79. ___	104. ___
5. ___	30. ___	55. ___	80. ___	105. ___
6. ___	31. ___	56. ___	81. ___	106. ___
7. ___	32. ___	57. ___	82. ___	107. ___
8. ___	33. ___	58. ___	83. ___	108. ___
9. ___	34. ___	59. ___	84. ___	109. ___
10. ___	35. ___	60. ___	85. ___	110. ___
11. ___	36. ___	61. ___	86. ___	111. ___
12. ___	37. ___	62. ___	87. ___	112. ___
13. ___	38. ___	63. ___	88. ___	113. ___
14. ___	39. ___	64. ___	89. ___	114. ___
15. ___	40. ___	65. ___	90. ___	115. ___
16. ___	41. ___	66. ___	91. ___	116. ___
17. ___	42. ___	67. ___	92. ___	117. ___
18. ___	43. ___	68. ___	93. ___	118. ___
19. ___	44. ___	69. ___	94. ___	119. ___
20. ___	45. ___	70. ___	95. ___	120. ___
21. ___	46. ___	71. ___	96. ___	
22. ___	47. ___	72. ___	97. ___	
23. ___	48. ___	73. ___	98. ___	
24. ___	49. ___	74. ___	99. ___	
25. ___	50. ___	75. ___	100. ___	

CLERK TYPIST TEST

Objective Question Section

Match the following terms on the left to their definitions on the right.

1.	Source document	a.	Computer output
2.	Computer printout	b.	When companies share the time of a computer
3.	Time-sharing	c.	A simple system of data processing
4.	Pegboard	d.	A card which a scanning machine can read
5.	Mark-sense card	e.	Business paper used to record data for the initial time

6. If you are very thin, it is best that you select clothes:

   a. That have vertical lines
   b. That have horizontal lines
   c. That you like
   d. That are dark colors

7. Choose the answer below that best contains the missing information you need to carry out the following request: "Please bring me change for the purchase of this box of clips."

   a. The different denominations of coins wanted
   b. The cost of paper clips and amount of money given
   c. The date of the purchase and the price of the paper clips
   d. The time you want the change and the amount of change

Match the following terms on the left to their definitions on the right.

8.	Applicant	a.	husband or wife
		b.	one who relies on another for support
9.	Dependent	c.	one who, by law, has the rights of natives
		d.	one who applies for a job
10.	Naturalized citizen	e.	able to use more than one language

11. The amount of money a person earns before deduction is called:

    a. gross pay
    b. net pay
    c. FICA
    d. SDI

12. Which one of the following could be listed on a payroll voucher as "other deductions":

    a. SDI
    b. FICA
    c. State withholding tax
    d. Insurance premiums

13. You start out your day with the following in your till: 2 - 1 dollar bills, 6 dimes, 4 nickles, 6 pennies. The total on your cash report form will be:

    a. $2.68
    b. $16.00
    c. $2.86
    d. $6.82

14. A customer gives you $10.02 for a $6.72 sale. The least amount of correct change will be:

    a. 4 - 1 dollar bills, 1 quarter, 1 nickel
    b. 3 - 1 dollar bills, 3 dimes
    c. 3 - 1 dollar bills, 2 dimes, 2 nickels
    d. 3 - 1 dollar bills, 1 quarter, 1 nickel

15. If your change drawer at the beginning of the day contains $25 (5 - 1 dollar bills, 1 - 10 dollar bill, 6 - 50¢ pieces, 11 quarters, 18 dimes, 30 nickles, 1 roll of pennies and 45 loose pennies) and you make sales of $4.85 from $20, $3.86 from $10.06 and $88.50 from $100, your ending cash would be:

    a. $7.15
    b. $122.21
    c. $42.85
    d. $97.21

16. Add the following numbers: 768.58, 34.512, 38.45, 67.523, 986.15 and 2.876. Round off your answer to two decimal places. The answer is:

    a. 1898.089
    b. 1898.10
    c. 1898.90
    d. 1898.09

17. Subtract .398 from 6. The answer is:

    a. 5.602
    b. 5.062
    c. 5.206
    d. 5.397

18. Convert 1/5 into a decimal. The answer is:

    a. .50
    b. 1.5
    c. .20
    d. 1.20

19. Reduce 6/10 to the lowest terms. The answer expressed as a fraction will be:

    a. 3/5
    b. 6/5
    c. .60
    d. .30

20. Multiply 6 1/3 by 52 1/4. Your answer, expressed as a fraction is:

    a. 330 11/12
    b. 329 11/12
    c. 303.916
    d. 330.917

21. Convert 1/4 into a decimal. The answer is:

    a. 1.40
    b. .40
    c. 1.25
    d. .25

22. Your swim team has won 16 of 20 meets. What percent of their meets did they win?

    a. 16%
    b. 1.25%
    c. 80%
    d. 20%

23. Add 2 5/8 and 7 2/3. The answer is:

    a. 9 7/24
    b. 10 7/24
    c. 9 31/24
    d. 10 1/4

24. You must contact the operator to receive most area codes.

    a. True
    b. False

25. If you wanted to know the ZIP Code for a city that only has one post office, you would probably look in the ZIP Code Directory:

    a. In the appendix
    b. On the first pages listing the state
    c. In the beginning of the directory
    d. Alphabetically under "Small Cities"

26. When ordering from a supply catalog, which information would probably be the least necessary?

a. Quantity
b. Extension
c. Unit of measure
d. Quality

27. What information should be left out of the following message? "Mr. Green called at 10:12 a.m. about the order for the No. 616 Copier. You are to return his call at 824-8694. Mr. Green asked how your daughter is feeling."

a. "Mr. Green asked how your daughter is feeling."
b. "Mr. Green called at 10:12 a.m."
c. "....for the No. 616 Copier."
d. "....about the order for the No. 616 Copier."

28. On a bank deposit slip, checks are listed by:

a. Check number
b. Numerical order
c. Chronological order
d. ABA number

29. Which of the following matches the example exactly:
Example: Martha Duncan #623359481

a. Martha Duncan #623359481
b. Martha Duncan #638354981
c. Martha Duncan #628359481
d. Martha Duncan #628539481

30. Select the incorrectly spelled word:

a. niece
b. sleigh
c. decieve
d. freight

31. Of the following words, one may be spelled incorrectly, or all may be spelled correctly. Choose the response that indicates the correct answer.

a. enjoying
b. icier
c. replying
d. All of the above words are spelled correctly.

32. Indicate which word correctly fits the following sentence:
"Dr. Taylor has many _____."

a. patience
b. patients

33. Select the incorrectly spelled word:

a. advising
b. forceable
c. likeable
d. arguing

34. The singular possessive form of school is:

a. school's
b. schools'
c. schools

35. Select the incorrectly spelled word:

a. sighing
b. refering
c. unforgetabble
d. occurred

36. When you are placing an outgoing call on a push button telephone, you would need to push a button that is not lit.

a. True
b. False

37. You are working as a cashier at a department store. A customer comes to you complaining about the high cost of the purchase being made. What would you do?

a. Tell the customer that you just work here.
b. Tell the customer that if he/she doesn't like it to shop somewhere else.
c. Listen and try to explain why the cost is so high.

38. "As we will be coming tomorrow," is a complete sentence.

a. True
b. False

39. Which of the following would be the shortest way of changing this statement into a complete sentence? "The telephone ringing."

a. The telephone is ringing.
b. The blue telephone ringing.
c. The office telephone is ringing.

40. Which of the following sentences is incorrect?

a. We laid the book on the table.
b. The child lay in the sun all day.
c. We laid the heavy brick down.
d. I lied on the sofa.

41. Choose the sentence in which the punctuation and capitalization are correct.

    a. Have you met Lee Hall, President of Hart College?
    b. Have you met Lee Hall, president of Hart College?
    c. Have you met, Lee Hall, President of Hart College?
    d. Have you met Lee Hall, president of Hart college?

42. The first step in a planned approach to decision making is:

    a. Take action
    b. Define the decision to be made
    c. List alternative decisions
    d. Identify what is important to you and what you want to accomplish.

43. A good decision maker should:

    a. Know something about himself
    b. Know the limitations of your decision making
    c. Know the overall objective
    d. All of the above

44. Select the statement that best describes the free enterprise system.

    a. Government owned newspapers and television
    b. Competition and profit motive
    c. Government owned industry and trade barriers
    d. Socialized medicine and open competition

Match the correct leadership style with the descriptions listed below.

45. Decisions are made solely by the leader/manager.

46. Decisions made primarily by members/employees with little involvement by the leader/manager.

47. Decisions made after asking members/employees for their opinions and judgments. Teamwork is the underlying principle.

    a. Autocratic (Boss-centered)
    b. Democratic (Participative)
    c. Laissez-faire (Employee centered)

48. Situation: As a store manager, it is your wish to improve the customer relations of your employees. Which of the following <u>approaches</u> would be appropriate?

    a. To be firm and order your employees to treat customers in the appropriate manner
    b. Hold workshops on how to improve customer relations
    c. Hire new employees

49. You are the president of one of your school's larger extra-curricular organizations. You find that your secretary is not fulfilling the duties of his position. Which do you think would be the best course of action?

a. Work with the advisor and the secretary for a positive solution
b. Discuss it with your organization's advisor
c. Discuss the situation with your secretary and work for possible solutions
d. All of the above

50. Which of the following is not an advantage of a sole proprietorship?

a. Unlimited liability
b. Control over decision making process of the business
c. Organizational changes are easy to make.
d. Most inexpensive to organize

51. Which of the following is not an advantage of a partnership?

a. Sharing business expenses
b. Using expertise and capital of each partner
c. Unlimited liability
d. All of the above are advantages.

52. Which of the following is an advantage of a corporation?

a. Most expensive to organize
b. Easiest form of raising money
c. Owner is not in total control.
d. More governmental controls

53. Select the correct answer in the following situation:
When communicating job instructions to an employee, which would you do?

a. Speak with a loud voice
b. Speak clearly, loudly enough to be heard, and enunciate correctly
c. Speak concisely with very much detail

54. You are financing $1,000 on a new car. The simple interest rate for one year for financing the car is 12%. What would it cost you for interest for the first month?

a. $83.33
b. $120.00
c. $10.00
d. $12.00

55. Which is the better buy per ounce - all other things being equal. You are buying a can of tomatoes.

a. 1 lb. @ $1.35
b. 8 oz. @ $.35
c. 12 oz. @ $.49
d. 1 lb. 3 oz. @ $.96

56. Advertising affects the consumer in all of the following ways except one. Select the choice that does not affect consumers.

a. Creates a desire for the product
b. Attracts the attention of the consumer
c. Promotes action
d. Determines customer need for the product

57. Computer program instructs the computer to manipulate words (delete, insert, etc.) This is known as:

a. Word Processing
b. Data Processing
c. Process Control
d. Compiler
e. Scanner

58. Taking data that has been input and doing something with it is:

a. Information Retrieval
b. Data Processing
c. Simulation
d. Process Control
e. Robotics

59. Input/output unit attached to a mainframe or minicomputer is a:

a. Scanner
b. Compiler
c. Robotics
d. CAI
e. Terminal

60. Using the computer to help students learn is known as:

a. UPC
b. CAI
c. IBM
d. UNIVAC
e. ENIAC

61. Computer programs are referred to as:

a. hardware
b. microprocessors
c. software

62. The number system used by computers is called the

a. metric system
b. Dewey Decimal number system
c. binary number system

63. Today most computers are used by

    a. Mathematicians
    b. Physicians
    c. Business people
    d. Scientists

64. Which of the following can be an input as well as an output device?

    a. Keyboard
    b. Video Display Screen
    c. Joystick
    d. Mouse

65. Which of the following programming languages is used most often with microcomputers?

    a. PL/1
    b. COBOL
    c. BASIC
    d. FORTRAN

66. Write the letter on the answer sheet for the term NOT correctly alphabetized:

    a. Berens, Arlene Co., San Jose, CA
    b. Berens, Arlin Co., Santa Barbara, CA
    c. Berens, A. Co., San Jose, CA
    d. Berens, Arline Co., Santa Barbara, CA
    e. Berens, Arline Co., Santa Clara, CA

67. Find the Incorrectly indexed name:

	Name		Indexed
a.	Johnny d'Artagnane	a.	d'Artagnane, Johnny
b.	Jacqueline DeBenedict	b.	DeBenedict, Jacqueline
c.	Jane John-Andrews	c.	Andrews, Jane John
d.	Maria Rios	d.	Rios, Maria
e.	John Roos	e.	Roos, John

68. Select from the items below an example of **Indexing**:

    a. Fred Aldrich
    b. Allen Furniture Company
    c. Thad Allen
    d. Jeanette Ambrose
    e. Joseph Andrews

69. Two of the names below are incorrectly alphabetized. Indicate which one should be listed first.

a. Andrews, J.
b. Andrews, James II
c. Andrews, Jas.
d. Andrews, Jamison
e. Andrews, John

70. Choose from the items below, the best example of "nothing comes before something."

a. Ballante, S.
b. Ballante, Samuel
c. Barnett, Donald
d. Barnhill, Sue
e. Barr, Joel

71. Which item listed below does not follow the indexing rules?

a. Father Kelly
b. Sister Anne
c. Reverend John Allen
d. Prince Charles
e. Brother John

72. Select the filing rule that indicates how these names should be filed..

Abel, John (2nd)
Abel, John (3rd)
Abell, John (Jr.)
Abell, John (Sr.)

a. When names are the same, the special designations are filed alphabetically or numerically.
b. Only surnames are considered.
c. Unusual names -- family names and first names difficult to identify.
d. When names are exactly alike, the cities in which correspondents are located is considered.
e. When two last names are spelled the same with exception that one has one additional letter at the end, shorter names come first.

73. Which set of numbers below is in the correct ascending order?

a.	b.	c.	d.
22389	89321	05629	22389
22390	63219	22389	22390
05629	05629	22390	63219
63219	22390	63219	89321
89321	22389	89321	05629

74. Which set of numbers below is in the correct ascending order?

a.	b.	c.	d.
551 24 9238	551 24 9165	878 29 2145	551 24 9165
551 24 9165	551 24 9238	678 29 2132	552 24 9228
552 24 9328	552 24 9328	552 24 9328	551 24 9238
678 29 2133	678 29 2132	552 24 9165	678 29 2133
878 29 2145	878 29 2145	552 24 9238	878 29 2145

75. Which set of numbers below is in the correct ascending order?

a.	b.	c.	d.
64 45 15	64 23 15	64 42 09	64 23 15
64 45 10	64 42 09	64 43 09	64 42 09
64 43 09	64 43 09	64 45 10	64 43 09
64 23 15	64 45 15	64 45 15	64 45 15
64 42 09	64 45 10	64 23 15	64 45 15

76. Under the heading below entitled "Procedure When Opening Incoming Mail" which of the choices listed after a, b, c, or d should be inserted on the blank line?

a. Seal the envelope
b. Attach the envelope to the correspondence
c. Make a copy of the letter
d. List all mail received from United Parcel Service

Procedure When Opening Incoming Mail

- Open envelopes, except personal and confidential
  _____ (Select a, b, c, or d as indicated above.)
- Check and attach enclosures, if any
- Note if enclosure is missing
- Time stamp
- Sort by classification (personal), first-class, other class

77. **Yes** or **No.** Are the following procedural steps for preparing outgoing mail generally correct?

a. **Yes**
b. **No**

- Separate file copy from original copy
- Check accuracy of enclosures
- Verify address and correspondence
- Fold to fit envelope
- Seal envelope
- Sort mail classification

Correctly complete the following sentences by selecting the correct word from the two words within the parentheses. Place the letter of the correct word on the answer sheet.

78. The handwriting was (a. illegible, b. eligible) on the application.

79. This helped the student (a. lose, b. loose) the chance for the entry-level job.

80. The (a. personnel, b. personal) office will interview all applicants.

81. (a. Personnel, b. Personal) interested in the new opening will be interviewed.

82. A (a. boy's, b. boys') bicycle was found in the park.

83. The ten (a. years', b. year's) reports were stapled together.

84. Please (a. accept, b. except) this money in payment of my bill.

85. Accept the (a. advice, b. advise) and improve your writing.

86. The (a. effect, b. affect) of government policy will be shown in our relations with other countries.

87. Inflation will (a. affect, b. effect) the amount of goods the dollar will purchase.

Match the following terms on the left to their definitions on the right:

88.	Improvise	a.	A mutual agreement made by concession on both sides
89.	Morale	b.	The formal reserve of one's manners and language
90.	Dignity	c.	To make do with what one has
91.	Compromise	d.	A state of mind which reflects an individual's attitude
		e.	A standard by which something is judged

Make a choice as to the BEST punctuation in each of the following groups.

92. a. Mr. Rios does not wish to run for an office, he will serve if elected in April, 1984.

    b. Mr. Rios does not wish to run for an office; he will serve if elected in April, 1984.

    c. Mr. Rios does not wish to run for an office he will serve if elected in April, 1984.

93. a. The student understands data processing, therefore the student has a basic knowledge for operating a computer keyboard.

    b. The student understands data processing; therefore, the student has a basic knowledge for operating a computer keyboard.

    c. The student understands data processing therefore the student has a basic knowledge for operating a computer keyboard.

94. a. After dark moths appear by the hundreds.

b. After dark, moths appear by the hundreds.

c. After dark: moths appear by the hundreds.

95. a. A compound sentence as we stated in the previous unit is a sentence that contains two or more independent clauses.

b. A compound sentence, as we stated in the previous unit, is a sentence that contains two or more independent clauses.

c. A compound sentence; as we stated in the previous unit; is a sentence that contains two or more independent clauses.

(Continue to next page for rest of test -- Spelling Section.)

Spelling

Indicate which is correct spelling for the words listed below by marking A, B, or C. If none are correct, mark D.

	A	B	C	D
96.	accidently	accidantally	accidentally	none
97.	normally	normaly	normelly	none
98.	advisary	adversery	advisory	none
99.	equalyse	equalise	equalyze	none
100.	acomodate	accamodate	accomadate	none
101.	carier	carrier	carrer	none
102.	vareity	varety	variety	none
103.	noisless	noiseles	noiseless	none
104.	privliedge	priveledge	privilege	none
105.	cleanlines	clinliness	cleanliness	none
106.	signeture	sigature	signature	none
107.	mathmatics	mathamatics	mathemetics	none
108.	arangement	arrangement	arrangament	none
109.	mail order	Mail-Order	mail-order	none
110.	world-wide	worl-wide	world wide	none
111.	advertizing	advertising	addvertizing	none
112.	Probelby	probabley	probably	none
113.	assistent	assistant	asisstant	none
114.	representive	reprasentative	representative	none
115.	self imege	selfimage	self image	none
116.	differant	diferent	different	none
117.	discription	description	descreption	none
118.	gramer	gremmar	grammer	none
119.	asessing	assesing	assessing	none
120.	academic	academac	acadamic	none

Contents of the Teacher Material Section:

1. To the Teacher
2. Guidelines for Correcting Timed Writings and Production Tests
3. Teacher Directions for Each Part of the Performance Section
4. Answer Key for Part I; Machine Calculation
5. Answer Key for Part II; Typing from a Proofread Copy
6. Dictation Material for Part IV -- Typing from Transcription
7. Answer Key for Typing from Rough Draft - Part VI

Part	Production Activity	Performance Time
I.	Calculator Test (30 problems)	15 minutes
II.	Typing Proofread Copy	15 minutes
III.	Typing a Memorandum	10 minutes
IV.	Transcription	20 minutes
V.	Timed Writing	5 minutes
VI.	Report Typing from Rough Copy	20 minutes

To the Teacher:

The production and timed typing required in the Performance Section takes on hour and twenty minutes to complete. Directions by the teacher, the passing out of student materials, and warm-up time are not included in this time allotment.

There are six parts of the Performance Section of the test. Teacher directions, supplies and equipment needed, and other pertinent information and materials are enumerated for the teacher in each of the six parts of the Teacher Material Section.

GUIDELINES FOR CORRECTING TIMED WRITINGS AND PRODUCTION TESTS

1. Any word or words that deviate from the test copy are considered errors; however, no word will be counted as more than one error regardless of the number of mistakes within that word.

2. Mistakes in punctuation (or the omission of punctuation), spacing (or lack of spacing), and capitalization are to be counted as errors.

3. Incorrect word division at the end of a line is to be counted as an error.

4. Completed typed material must be identical to test copy in form.

5. Length of typing line, spacing, and paragraph indentation may vary with different timed writing and production tests, therefore check the instructions for each carefully.

6. Failure to follow instructions will result in a failing grade for that part.

Teacher Instructions for Timed Writings --

1. Warm-Up

   The student should be allowed to practice not more than 10 minutes prior to the 5 minute timed writings. Any material may be used for warm-up practice except test copy.

2. Two timed writings should be given for each Employment-Readiness Test. The better score should be submitted for certification.

3. The student will be given sufficient time to proofread and to circle all errors after the timed writings. The person administering the test will be responsible for rechecking writings and determining the student's score.

4. Net words per minute is determined by subtracting two for each error from the total words typed as indicated by scale on test copy.

Teacher Instructions for Production Typing --

1. Provide sufficient space for the student to arrange materials most efficiently.

2. Correction materials to be used will be at the discretion of the students. Discernible corrections should be counted as errors.

3. The student should be instructed to read and follow all directions with care.

4. Once the teacher has covered the test instructions with the student, no further help shall be given.

5. The student should be given sufficient time to proofread and circle all uncorrected errors. The person administering the test will be responsible for rechecking all work and determining the student's score or grade.

6. The student is to be given only that amount of time indicated to complete each production problem. Additional time should be allowed for the student to proofread and to circle all uncorrected errors.

7. Student should be allowed no more than 10 minutes warm-up time prior to the production typing.

Teacher Directions:

Part I -- Machine Calculation

Time allowed for completion of this part -- 15 minutes.
Copy of test items are provided (30 items).

Standards:

- 90% accuracy (27 items correct)

An Answer Sheet is provided.
Students are not to write on test copy.
Warm-up time may be allowed

Part II -- Typing a Manuscript from Proofread Copy

Time allowed for the completion of this part -- 15 minutes.
Test copy is provided in student materials section.

Supplies and Equipment:

1. Typing paper
2. Typewriter
3. Correction supplies

Part III -- Typing a Memorandum

Time allowed to complete this part -- 10 minutes.
Test copy is provided in student materials section.

Supplies and Equipment:

1. Standard memo form
2. Typewriter
3. Correction supplies

Part IV -- Typing from Transcription

Time allowed to complete this part -- 20 minutes.
Copy is provided (letter length 125-175 words).
Test copy and directions to student should be recorded on a tape or disc.

Directions: (to be included on tape or disc)

1. Block Style
2. Student is to assume that letterhead paper is being used (no return address is necessary).
3. Open Punctuation.

Supplies and Equipment:

1. Typing paper
2. Recorded dictation on a disc or tape
3. Transcribing machine
4. Typewriter
5. Correcton supplies

Part V -- Five Minute Timed Typing

Timed allowed to complete this part - 10 minutes. (Two 5 minute time writings -- Student to select better of two copies.)

Test copy is provided in student materials section (1.5 syllabic intensity).

Standards:

1. 40 net words per minute
2. No more than 5 errors

Supplies and Equipment:

1. Paper
2. Typewriter

Part VI -- Report Typing from Rough Draft

Time allowed to complete this part - 20 minutes
Test copy is provided in student material section.

Supplies and Equipment:

1. Typing paper
2. Typewriter
3. Correction supplies

Grading Scale for Parts II, III, IV and VI of the Performance Section:

A -- 0 errors
B -- 1 error
C -- 2 errors
D -- 3 errors
F -- 4 errors

For certification, the student must complete all four parts (excluding timed writing) with an overall grade average of "B."

CLERK TYPIST TEST
Performance Section

Part I -- Answer Sheet --

MACHINE CALCULATION TEST

1. 1072926
2. 16727
3. 53024
4. 397592950
5. 67747965
6. 8818103000
7. 707598
8. 87640560
9. -2650971
10. 1526
11. 12.835
12. 2376.852
13. 14.03
14. 2.5
15. 4.825
16. 2.7946
17. 28.294
18. 3589.515
19. 319.616
20. 2019.24
21. -297
22. 1518
23. 6426
24. 477
25. 1867
26. 32629
27. 32232
28. 40059
29. 572
30. 1269

Part II -- Typing from a Proofread Copy -- Answer Key

Using the proofread copy and reference sheet, type a copy in manuscript form: six inch line, double spaced (except as noted, two inch top margin. You will have 15 minutes for this exercise.

A former school teacher and one-time pre-medical student have become the first all-female flight crew to pilot a scheduled U. S. commercial jet aircraft. Captain Barbara Wiley and First Officer Ramona Larson flew a North Central Airlines Convair 580 prop-jet from Chicago to Kalamazoo and back Thursday, earning a round of applause from the 48 passengers.

A spokesman for North Central, which has four women pilots, said mere chance teamed Ms. Wiley with Ms. Larson. Completing the all-woman crew was a flight attendant Karen Klein.

Ms. Wiley said she prefers a pilot's schedule to the grind of teaching.

"It's easier than a school teaching routine," she said. "With my job, I try to fly pretty much on weekends, and a couple of other days a week; so normally, I have three days off."

Part IV -- Typing from Transcription

Directions:

This copy is to be recorded so that your students can type the material from recorded dictation.

R. F. Good, Editor, Consumer Magazine, 404 East Market Street, Chicago, Illinois 40598.

Dear Mr. Good: We assume that you know that the annual consumer education conference was called[1] off. This conference was scheduled for next spring, but the consumer council felt this was too late in the year to be of much[2] value. Under these circumstances, we felt the consumer education conference should not be held[3] this spring. The consumer council will meet next fall to make definite arrangements for next year's meeting. Do you think[4] we could assume that the notice in the consumer education magazine is sufficient or should we send[5] a letter to each member? An individual notice would cost the council a considerable amount of[6] money which we feel we should try to save. Due to the circumstances of our change in plans, it is important that [7] all the members know that a meeting will not be held. Please let me know what you think we should do. Very sincerely yours,[8] J. T. Allen, Executive Secretary

Part VI -- Typing from Rough Draft -- Answer Key

DR. J. R. VEATCH
STATEMENT OF REVENUE AND EXPENDITURES
FOR THE YEAR ENDING JUNE 30, 1984

REVENUE (or INCOME)		$290,995.00
Professional Fees		
Less:		
EXPENDITURES:		
Dental Supplies Expense	$ 19,625.00	
Depreciation of Equipment	2,965.00	
Payroll Taxes	10,066.00	
Insurance Expense	21,295.00	
Laboratory Expense	45,406.00	
Salary Expense	102,345.00	
Rent Expense	36,000.00	
Office Supplies Expense	6,295.00	
Miscellaneous Expense	1,449.00	
TOTAL EXPENDITURES		245,446.00
PROFESSIONAL REVENUE		$ 45,553.00

CLERK TYPIST TEST
Performance Section

Contents of the Student Material Section

1. To the Student
2. Student Directions for Each Part of the Test
3. Machine Calculation Test and Answer Sheet
4. Part II -- Proofread Copy Material
5. Part III -- Copy for Typing a Memo
6. Part V -- Timed Typing Copy
7. Part VI -- Copy for Typing from Rough Draft

Part	Production Activity	Performance Time
I.	Calculator Test (30 problems)	15 minutes
II.	Typing Proofread Copy	15 minutes
III.	Typing a Memorandum	10 minutes
IV.	Transcription	20 minutes
V.	Timed Writing	10 minutes
VI.	Report Typing from Rough Copy	20 minutes

To the Student:

The complete test for certification as a Clerk Typist is composed of two sections, the Objective Question Section and the Performance Section.

This is the Performance Section. It is composed of six (6) parts. The time allowed for the completion for each part and the standards for passing are included in the instructions that you will receive before you start each part. Please read your instructions very carefully and ask for any clarification before you start on each production problem.

Do not begin any part of this section until instructed to do so by the teacher.

Part I -- Machine Calculation

This section will be timed for 15 minutes. Place your answers on the answer sheet provided. Round off decimals to two places and place the necessary commas. If you finish before time is called, check your answers.

Part II -- Typing from a Proofread Copy

You will have 15 minutes for this part.
Test copy and directions for completing the problem are provided to you on page 32.

Part III -- Typing a Memorandum

You will have 10 minutes for this part.

Test copy and directions for completing the problem are providged to you on page 34.

The teacher will provide a standard memo form.

Part IV -- Typing from Transcription

You will have 20 minutes to complete this part.

The teacher will provide you with a disc or a tape which contains dictated material and directions for completing this problem (letter length 125-175 words).

Directions:

1. Block Style
2. Open Punctuation
3. You are to assume that letterhead paper is being used (no return address is necessary).

Supplies and Equipment:

1. Typing paper
2. Recorded dictation on a disc or tape
3. Transcribing machine
4. Typewriter

Part V -- Timed Writing

This is a 5 minute timed typing

Test copy is provided to you on page 34.

Standards:

1. 40 net words per minute
2. No more than 5 errors

Supplies and Equipment:

1. Typing paper
2. Typewriter

Part VI. Report Typing from Rough Copy

You will be allowed 20 minutes to complete this part.

Test copy and directions are provided to you on page 35.

Supplies and Equipment:

1. Typing Paper
2. Typewriter
3. Correction Supplies

Part I -- Adding Machine/Calculator Test

Student Answer Sheet

Name of Student _____ Date _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____

STUDENT MATERIALS

CLERK TYPIST TEST

Performance Section

Part I -- Adding Machine/Calculator Test

1.
```
   895
 48633
    25
  8688
  1749
 32645
980259
     9
    23
```

2.
```
    21
  2910
   833
  5740
   556
  6485
    23
   100
    59
```

3.
```
    16
   590
  3403
   689
  8101
     3
   112
 34130
  5930
```

4.
```
986583
x  403
```

5.
```
  6855
x 9883
```

6.
```
980007
x  8998
```

7.
```
18621
x   38
```

8.
```
 1008
x 86945
```

9.
```
685398
-9504959
```

10.
```
  298
   35
  863
  330
```

11.
```
  6.38
 4.986
   .38
 1.089
```

12.
```
  6.345
  9.808
2360.699
```

13.
```
  3.6
 2.89
 7.54
```

14.
```
   9
-6.5
```

15.
```
 8.625
- 3.8
```

16.
```
  9.583
- 6.7884
```

17.
```
  4.3
x 6.58
```

18. 88.63 x 40.5

19. 908 x .352

20. 23.7 x 85.2

(21)
```
  625
 -332
- 90
```
ST

(22)
```
  683
 1180
 -48
```
ST

(23)
```
 4908
```
T

(24)
```
   18
  459
   93
  235
 1062
```
ST

(25)
```
-386
1409
31583
  23
```
T

(26)
```
-465
  58
```
ST

(27)
```
 5788
 2039
```
T

(28)
```
  459
 -394
  384
  123
   34
  708
```
ST

(29)

(30)
T

STUDENT MATERIALS

CLERK TYPIST TEST

Performance Section

Part II -- Typing From a Proofread Copy -- You will have 15 minutes for this part of the test. (Test copy at bottom of this page. Proofreader marks are on next page (page).

1. Using the proofread copy and reference sheet, type a corrected copy.
2. Use manuscript form.
3. Six inch line
4. Double space (except as noted)
5. Two inch top margin
6. All errors must be corrected so that they are indiscernible to the reader.

A former schoolteacher and one-time Per-Medical student have become the first all-female flight crew to pilot a scheduled U.S. commercial jet aircraft.

Capt. Barbara Wiley, and First Officer Ramona Larson, flew a North Central Airlines Convair 580 prop-jet from Chicago to Kalamazoo and back Thursday, earning a round of applause from the 48 passengers.

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Part II --

COMMONLY USED PROOFREADERS' MARKS

Mark	Meaning	Example
○	Do not abbreviate; spell it out	You can't; (3) will
⊐	Move to right	Dear Pat
⊏	Move to left	Dear Pat
⁀	Close up	can not
ℓ	Take out or delete	embarrassement
○ sp	Check spelling	recieve sp
stet	Let it stand	You are doing ~~well~~ stet
#	Start a new paragraph	# Come to the show . . .
no #	Do not start a new paragraph	no # Move as indicated
ʌ	Insert material indicated	You can came to the party. ʌ fun
⊐	Indent five spaces	⊐ This is an exercise in
#	Insert horizontal space	Two by two
Cap OR ≡	Change to a capital	Jim Howard harris ≡
⌒→	Move as indicated	It is an item and it is not an item
tr	Transpose	recipt tr
———	Underscore this	proofreading
d.s.	Double space	d.s. these words must be typed
(?)	Verify the accuracy of this	It came to Pat in 1976 (?)
s.s. ⊏	Single space	s.s. proper anchors above the keys
l.c. or /	Change to a small letter	Petty Cash

Part III -- Typing a Memo

You will be given a standard memo form. Using the information below, correctly type the memo. You will have 10 minutes for this part.

Directions:

1. Correction of errors
2. Well balanced placement
3. Content identical to source
4. Transmittable

A Mr. Jones of L.A. County Schools returned a call to Ms. Smith (your boss) at 9:20 A.M. today. He wanted to notify your boss that the curriculum committee meeting would be delayed until next week. Further information will follow.

Part V -- Timed Typing

A. This is a five minute timed test.
B. Set machine for double spacing.
C. Use a 70 space line.
D. Five space paragraph indentation

In some office typing, certain papers must be typed without error 3 59
or without errors being erased and corrected. This is frequently true 6 62
when typing legal papers, contracts, and some bank statements. As you 8 64
may have to type under such restrictions in your very first typing work, 11 67
you should experiment now to see how you react to such a requirement. 14 70

Accuracy and speed are both necessary for high production typing, 17 73
but accuracy will probably pay bigger dividends in the long run. Much 19 75
of the typing inaccuracy in the class work stems from the feeling that 22 78
it is "just practice" and doesn't count, yet it is from this daily prac- 25 81
tice that your habits and skills come that make for success or failure. 28 84

In most office typing, errors must be found and corrected before 31 87
the work is placed on the dictator's desk for his approval and signature. 34 90
To avoid the embarrassment of having him find your errors and requesting 37 93
you to correct them or retype the paper, always proofread your typing 39 95
with care and be able to correct your errors if permitted to do so. 42 98

Some of your errors are accidental and come from carelessness on 45 101
your part. These may not jeopardize your skill. Some, though, are per- 47 103
sisting and should be studied to determine their cause so you can do the 51 107
needed practice to eliminate the cause and thus eliminate the error. 53 109
Proofread accurately; and when told to do so, erase your errors neatly. 56 112

1 2 3

Twice

Part VI -- Typing From Rough Draft

Instructions:

1. From the handwritten rough copy, prepare a typed copy using the sample format as a guide.
2. Use a full sheet of paper.
3. Use appropriate spacing of material both vertically and horizontally.
4. All corrected errors must be undiscernible.

Standards:

1. Type per instructions.
2. Undiscernible correction of errors.

Supplies and Equipment:

1. Typewriter
2. Typing paper
3. Correction supplies

COMPANY OR PERSONAL NAME
STATEMENT OF REVENUE AND EXPENDITURE
FOR THE YEAR ENDING JUNE 30, 19 ____

REVENUE (or INCOME)		
Professional Fees		xxxx
Less:		
EXPENDITURES		
---------Expense	xxxx	
---------Expense	xxxx	
---------Expense	xxxx	
---------Expense	xxxx	
TOTAL EXPENDITURES		xxxx
NET PROFESSIONAL REVENUE		xxxx

The following are the expenditures and the revenue of Dr. J. R. Veatch for the year ending June 30, 1984.

Professional Fees	$290,995.00
Dental Supplies Expense	19,625.00
Depreciation of Equipment	2,965.00
Payroll Taxes	10,066.00
Insurance Expense	21,295.00
Laboratory Expense	45,406.00
Salary Expense	102,345.00
Rent Expense	36,000.00
Office Supplies Expense	6,295.00
Miscellaneous Expense	1,449.00
Net Revenue	45,549.00

EMPLOYMENT-READINESS TEST
FOR
STENOGRAPHER

Produced by:

Visalia Unified School District
In cooperation with the
California State Department of Education
and the
Industry Education Council of California, 1984

TEACHER MATERIALS

STENOGRAPHER TEST
Objective Question Section

Contents:

Teacher Materials

To the Teacher
Answer Key - Objective Question Section

Student Materials

To the Student
Student Answer Sheet
Test Copy - Objective Question Section

To the Teacher:

There are 130 test items. The student should be given one hour and 30 minutes to complete the Objective Question Section of the Stenographer Test.

An Answer Sheet is provided. Students are **NOT** to write on the test copy.

The standard for successful passing of the test is 80% of the written items (104 items correct).

A scoring key is attached. (A school may elect to use alternative machine scoring answer sheets.)

TEACHER MATERIALS

STENOGRAPHER TEST

Objective Question Section

Answer Key

1. E	26. A	51. C	76. C	101. C	126. D
2. A	27. A	52. A	77. C	102. C	127. C
3. B	28. A	53. C	78. B	103. D	128. A
4. C	29. D	54. A	79. D	104. E	129. D
5. D	30. A	55. A	80. A	105. B	130. B
6. B	31. A	56. A	81. A	106. B	
7. B	32. B	57. A	82. A	107. B	
8. D	33. A	58. A	83. C	108. C	
9. B	34. C	59. A	84. B	109. B	
10. C	35. B	60. A	85. C	110. B	
11. A	36. A	61. A	86. E	111. B	
12. D	37. C	62. A	87. D	112. D	
13. C	38. B	63. A	88. D	113. A	
14. D	39. A	64. A	89. B	114. E	
15. B	40. B	65. C	90. C	115. E	
16. D	41. E	66. D	91. A	116. C	
17. A	42. B	67. B	92. E	117. D	
18. C	43. D	68. A	93. D	118. B	
19. B	44. C	69. B	94. A	119. C	
20. C	45. C	70. B	95. A	120. E	
21. B	46. C	71. B	96. D	121. D	
22. A	47. B	72. B	97. D	122. A	
23. B	48. C	73. C	98. E	123. B	
24. A	49. C	74. D	99. B	124. A	
25. B	50. A	75. B	100. B	125. C	

STENOGRAPHER TEST

Objective Question Section

To the Student:

The test for certification as a Stenographer is composed of two (2) sections, the Objective Question Section and the Performance Section. This is the Objective Section. You will be given one and one-half (1 1/2) hours to complete it.

An answer or scoring sheet will be provided. **DO NOT** write on the test copy.

To receive the Stenographer Certificate you must answer the one hundred thirty (130) questions with 80% accuracy (104 questions correct).

Do not begin the test until you are instructed to do so by the teacher.

STUDENT MATERIALS

STENOGRAPHER TEST

Objective Question Section

Student Answer Sheet

Name _____ Date _____

1. ___	26. ___	51. ___	76. ___	101. ___	126. ___
2. ___	27. ___	52. ___	77. ___	102. ___	127. ___
3. ___	28. ___	53. ___	78. ___	103. ___	128. ___
4. ___	29. ___	54. ___	79. ___	104. ___	129. ___
5. ___	30. ___	55. ___	80. ___	105. ___	130. ___
6. ___	31. ___	56. ___	81. ___	106. ___	
7. ___	32. ___	57. ___	82. ___	107. ___	
8. ___	33. ___	58. ___	83. ___	108. ___	
9. ___	34. ___	59. ___	84. ___	109. ___	
10. ___	35. ___	60. ___	85. ___	110. ___	
11. ___	36. ___	61. ___	86. ___	111. ___	
12. ___	37. ___	62. ___	87. ___	112. ___	
13. ___	38. ___	63. ___	88. ___	113. ___	
14. ___	39. ___	64. ___	89. ___	114. ___	
15. ___	40. ___	65. ___	90. ___	115. ___	
16. ___	41. ___	66. ___	91. ___	116. ___	
17. ___	42. ___	67. ___	92. ___	117. ___	
18. ___	43. ___	68. ___	93. ___	118. ___	
19. ___	44. ___	69. ___	94. ___	119. ___	
20. ___	45. ___	70. ___	95. ___	120. ___	
21. ___	46. ___	71. ___	96. ___	121. ___	
22. ___	47. ___	72. ___	97. ___	122. ___	
23. ___	48. ___	73. ___	98. ___	123. ___	
24. ___	49. ___	74. ___	99. ___	124. ___	
25. ___	50. ___	75. ___	100. ___	125. ___	

Match the following terms on the left to their definitions on the right.

1.	Source document	a.	Computer output
2.	Computer printout	b.	When companies share the time of a computer
3.	Time-sharing	c.	A simple system of data processing
4.	Pegboard	d.	A card which a scanning machine can read
5.	Mark-sense card	e.	Business paper used to record data for the initial time

6. If you are very thin, it is best that you select clothes:

   a. That have vertical lines
   b. That have horizontal lines
   c. That you like
   d. That are dark colors

7. Choose the answer below that best contains the missing information you need to carry out the following request: "Please bring me change for the purchase of this box of clips."

   a. The different denominations of coins wanted
   b. The cost of paper clips and amount of money given
   c. The date of the purchase and the price of the paper clips
   d. The time you want the change and the amount of change

Match the following terms on the left to their definitions on the right.

8.	Applicant	a.	husband or wife
		b.	one who relies on another for support
9.	Dependent	c.	one who, by law, has the rights of natives
		d.	one who applies for a job
10.	Naturalized citizen	e.	able to use more than one language

11. The amount of money a person earns before deduction is called:

   a. gross pay
   b. net pay
   c. FICA
   d. SDI

12. Which one of the following could be listed on a payroll voucher as "other deductions":

   a. SDI
   b. FICA
   c. State withholding tax
   d. Insurance premiums

13. You start out your day with the following in your till: 2 - 1 dollar bills, 6 dimes, 4 nickles, 6 pennies. The total on your cash report form will be:

a. $2.68
b. $16.00
c. $2.86
d. $6.82

14. A customer gives you $10.02 for a $6.72 sale. The least amount of correct change will be:

a. 4 - 1 dollar bills, 1 quarter, 1 nickel
b. 3 - 1 dollar bills, 3 dimes
c. 3 - 1 dollar bills, 2 dimes, 2 nickels
d. 3 - 1 dollar bills, 1 quarter, 1 nickel

15. If your change drawer at the beginning of the day contains $25 (5 - 1 dollar bills, 1 - 10 dollar bill, 6 - 50¢ pieces, 11 quarters, 18 dimes, 30 nickles, 1 roll of pennies and 45 loose pennies) and you make sales of $4.85 from $20, $3.86 from $10.06 and $88.50 from $100, your ending cash would be:

a. $7.15
b. $122.21
c. $42.85
d. $97.21

16. Add the following numbers: 768.58, 34.512, 38.45, 67.523, 986.15 and 2.876. Round off your answer to two decimal places. The answer is:

a. 1898.089
b. 1898.10
c. 1898.90
d. 1898.09

17. Subtract .398 from 6. The answer is:

a. 5.602
b. 5.062
c. 5.206
d. 5.397

18. Convert 1/5 into a decimal. The answer is:

a. .50
b. 1.5
c. .20
d. 1.20

19. Add 2 5/8 and 7 2/3. The answer is:

a. 9 7/24
b. 10 7/24
c. 9 31/24
d. 10 1/4

20. Which of the following information could not be obtained from many standard dictionaries?

a. Language analysis using computers
b. English dialects
c. Thesaurus
d. Language charts

21. You must contact the operator to receive most area codes.

a. True
b. False

22. A city directory lists, alphabetically, the names, addresses and other information about most citizens in a city.

a. True
b. False

23. If you wanted to know the ZIP Code for a city that only has one post office, you would probably look in the ZIP Code Directory:

a. In the appendix
b. On the first pages listing the state
c. In the beginning of the directory
d. Alphabetically under "Small Cities"

24. Which would be the proper filing order for the following names?: Edward the Baker, Bell's Grocery, Dr. Cliff Bell, Captain Bell Grocery

a. Dr. Cliff Bell, Bell's Grocery, Captain Bell Grocery, Edward the Baker
b. Edward the Baker, Captain Bell Grocery, Dr. Cliff Bell, Bell's Grocery
c. Captain Bell Grocery, Dr. Cliff Bell, Bell's Grocery, Edward the Baker
d. Dr. Cliff Bell, Captain Bell Grocery, Bell's Grocery, Edward the Baker

25. Choose the letter that corresponds to the correct order in which the following would be filed by number.

683458, 6829641, 683457, 6829646, 683359

a. 683359, 683457, 683458, 6829614, 6829646
b. 683359, 683457, 683458, 6829641, 6829646
c. 683359, 683457, 683458, 6829614, 6829664
d. 833359, 683457, 683458, 6820414, 6829646

26. When you are placing an outgoing call on a push button telephone, you would need to push a button that is not lit.

a. True
b. False

27. The singular possessive form of school is:

    a. school's
    b. schools'
    c. schools

28. Which of the following would be the shortest way of changing this statement into a complete sentence? "The telephone ringing."

    a. The telephone is ringing.
    b. The blue telephone ringing.
    c. The office telephone is ringing.

29. Which of the following sentences is grammatically incorrect.

    a. We laid the book on the table.
    b. The child lay in the sun all day.
    c. We laid the heavy brick down.
    d. I lied on the sofa.

30. Indicate the letter that represents the sentence which is correctly punctuated:

    a. The high school has three courses; namely, business, college prep., and liberal studies.

    b. The high school has three courses: namely, business, college prep., and liberal studies.

    c. The High School has three courses; namely business, college prep., and liberal studies.

    d. The High School has three courses: namely business, college prep., and liberal studies.

31. Choose the sentence in which the punctuation and capitalization are correct.

    a. Have you met Lee Hall, President of Hart College?
    b. Have you met Lee Hall, president of Hart College?
    c. Have you met, Lee Hall, President of Hart College?
    d. Have you met Lee Hall, president of Hart college?

32. Select the statement that best describes the free enterprise system.

    a. Government owned newspapers and television
    b. Competition and profit motive
    c. Government owned industry and trade barriers
    d. Socialized medicine and open competition

STENOGRAPHER TEST

Objective Question Section

Match the correct leadership style with the descriptions listed below.

33. Decisions are made solely by the leader/manager.

34. Decisions made primarily by members/employees with little involvement by the leader/manager.

35. Decisions made after asking members/employees for their opinions and judgments. Teamwork is the underlying principle.

a. Autocratic (Boss-centered)

b. Democratic (Participative)

c. Laissez-faire (Employee centered)

36. Which of the following is <u>not</u> an advantage of a sole proprietorship?

a. Unlimited liability
b. Control over decision making process of the business
c. Organizational changes are easy to make.
d. Most inexpensive to organize

37. Which of the following is <u>not</u> an advantage of a partnership?

a. Sharing business expenses
b. Using expertise and capital of each partner
c. Unlimited liability
d. All of the above are advantages.

38. Which of the following is an advantage of a corporation?

a. Most expensive to organize
b. Easiest form of raising money
c. Owner is not in total control.
d. More governmental controls

39. Computer program instructs the computer to manipulate words (delete, insert, etc.) This is known as:

a. Word Processing
b. Data Processing
c. Process Control
d. Compiler
e. Scanner

40. Taking data that has been input and doing something with it is:

a. Information Retrieval
b. Data Processing
c. Simulation
d. Process Control
e. Robotics

41. Input/output unit attached to a mainframe or minicomputer is a:

    a. Scanner
    b. Compiler
    c. Robotics
    d. CAI
    e. Terminal

42. Using the computer to help students learn is known as:

    a. UPC
    b. CAI
    c. IBM
    d. UNIVAC
    e. ENIAC

43. Black and white bars and numbers which represent product name, size and price are called:

    a. IBM
    b. CAI
    c. CPU
    d. UPC
    e. BIT

44. Computer programs are referred to as:

    a. hardware
    b. microprocessors
    c. software

45. The number system used by computers is called the:

    a. metric system
    b. Dewey Decimal number system
    c. binary number system

46. Today most computers are used by:

    a. Mathematicians
    b. Physicians
    c. Business people
    d. Scientists

47. Which of the following can be an input as well as an output device?

    a. Keyboard
    b. Video Display Screen
    c. Joystick
    d. Mouse

48. Which of the following programming languages is used most often with microcomputers?

a. PL/1
b. COBOL
c. BASIC
d. FORTRAN

49. Two of the names below are incorretly alphabetized. Indicate which one should be listed first.

a. Andrews, J.
b. Andrews, James II
c. Andrews, Jas.
d. Andrews, Jamison
e. Andrews, John

50. Choose from the items below, the best example of "nothing comes before something."

a. Ballante, S.
b. Ballante, Samuel
c. Barnett, Donald
d. Barnhill, Sue
e. Barr, Joel

51. Which item listed below does not follow the indexing rules?

a. Father Kelly
b. Sister Anne
c. Reverend John Allen
d. Prince Charles
e. Brother John

52. Select the filing rule below that indicates how these names should be filed.

Abel, John (2nd)
Abel, John (3rd)
Abell, John (Jr.)
Abell, John (Sr.)

a. When names are the same, the special designations are filed alphabetically or numerically.
b. Only surnames are considered.
c. Unusual names -- family names and first names difficult to identify.
d. When names are exactly alike, the cities in which correspondents are located is considered.
e. When two last names are spelled the same with exception that one has one additional letter at the end, shorter names come first.

53. Which set of numbers below is in the correct ascending order?

a.	b.	c.	d.
22389	89321	05629	22389
22390	63219	22389	22390
05629	05629	22390	63219
63219	22390	63219	89321
89321	22389	89321	05629

54. **Yes** or **No**. Is the procedure list below for preparing outgoing mail generally incorrect?

- Separate file copy from original copy.
- Check accuracy of enclosures.
- Verify address and correspondence.
- Fold to fit envelope.
- Seal envelope.
- Sort by mail classification.

a. **Yes**

b. **No**

Correctly complete the following sentences by selecting the correct word from the two words within the parentheses. Place the letter of the correct word on the answer sheet.

55. The handwriting was (a. illegible, b. eligible) on the application.

56. This helped the student (a. lose, b. loose) the chance for the entry-level job.

57. The (a. personnel, b. personal) office will interview all applicants.

58. (a. Personnel, b. Personal) interested in the new opening will be interviewed.

59. A (a. boy's, b. boys') bicycle was found in the park.

60. The ten (a. years', b. year's) reports were stapled together.

61. Please (a. accept, b. except) this money in payment of my bill.

62. Accept the (a. advice, b. advise) and improve your writing.

63. The (a. effect, b. affect) of government policy will be shown in our relations with other countries.

64. Inflation will (a. affect, b. effect) the amount of goods the dollar will purchase.

Match the following terms on the left to their definitions on the right:

65.	Improvise	a.	A mutual agreement made by concession on both sides
66.	Morale	b.	The formal reserve of one's manners and language
67.	Dignity	c.	To make do with what one has
68.	Compromise	d.	A state of mind which reflects an individual's attitude
		e.	A standard by which something is judged

Make a choice as to the BEST punctuation in each of the following groups.

69. a. Mr. Rios does not wish to run for an office, he will serve if elected in April, 1984.

    b. Mr. Rios does not wish to run for an office; he will serve if elected in April, 1984.

    c. Mr. Rios does not wish to run for an office he will serve if elected in April, 1984.

70. a. Workers, producing more than their quota, are given additional money in the form of a bonus check.

    b. Workers producing more than their quota are given additional money in the form of a bonus check.

    c. Workers; producing more than their quota, are given additional money in the form of a bonus check.

71. a. After dark moths appear by the hundreds.

    b. After dark, moths appear by the hundreds.

    c. After dark: moths appear by the hundreds.

72. a. A compound sentence as we stated in the previous unit is a sentence that contains two or more independent clauses.

    b. A compound sentence, as we stated in the previous unit, is a sentence that contains two or more independent clauses.

    c. A compound sentence; as we stated in the previous unit; is a sentence that contains two or more independent clauses.

Filing and Retrieving:

You have correspondence (letters, memorandums, invoices and other business items) which are to be placed in an alphabetic file (see Alphabetic Files shown on this page). Place each of the correspondence items listed (questions 73 - 82) in the appropriate file in proper order. On your answer sheet, place the **Answer Code** of the file that the correspondence item will **follow**. (EXAMPLE: Muzicraft follows Muzayyin, Nasrat. Therefore, you would mark C on your Answer Sheet.

		Answer Code	Alphabetic File
		A	Musial, Anthony J.
		B	Musial, D.L.
		C	Musial Walter J.
		D	Music, Ed
		E	Music Loft (The)
		A	Music Machine (The)
73.	Music Box The	B	Music Plus
		C	Music, Robert E.
74.	Musicom	D	Music Shop (The)
		E	Musical Instrument Repair by Richard
75.	Musselman's	A	Musicgraph Co.
		B	Musicians Union Local 581 AFM
76.	Mutual of Omaha Ins. Co.	C	Musick Bill C.
		D	Musicland
77.	Muzicraft	E	Musil, Ronald
		A	Musquic, Alex
78.	Musse, E. A.	B	Mussa, Helen G.
		C	Musselman, Robert C.
79.	Music, Ed. C.	D	Musselman, T. Robert
		E	Mustaparta, George R.
80.	Musicgraph Co. & Associates	A	Muth, John
		B	Muth, Kirk R.
81.	Musquiz, Dionicio	C	Mutschler, C. R.
		D	Mutual Savings & Loan Association
82.	Mutze, W. W.	E	Mutual Ticket Agency
		A	Mutz, Bruce W.
		B	Muzak Music By
		C	Muzayyin, Nasrat
		D	Muzio, Angelo
		E	Muzuol, R. V.

Filing and Retrieving -- (continued)

You have correspondence (letters, memorandums, invoices and other business items) which have been numbered and are to be placed in a numeric file (see Numeric Files shown on this page). Place each of the correspondence items listed (questions 83 through 89) in the appropriate file in proper order. On your answer sheet, place the **Answer Code** of the file that the correspondence item will **follow**. (EXAMPLE: 48-601-12 follows 48-600-12; therefore, on your answer sheet C would be the correct answer.

		Answer Code	Numeric File
		A	46-333-00
		B	47-321-09
		C	47-321-99
		D	48-001-23
		E	48-099-33
83.	51-607-23	A	48-378-23
		B	48-423-32
84.	51-609-25	C	48-600-12
		D	48-602-09
85.	51-611-22	E	48-711-23
		A	49-500-34
86.	53-600-34	B	49-501-45
		C	50-500-23
87.	48-602-12	D	50-700-78
		E	51-231-45
		A	51-567-88
		B	51-602-32
		C	51-605-23
		D	51-607-32
		E	51-607-44
		A	51-608-67
		B	51-609-23
		C	51-610-45
		D	52-610-47
		E	53-423-12
		A	53-423-99
		B	53-598-34
		C	53-600-23
		D	53-600-30
		E	53-600-32

STENOGRAPHER TEST

Objective Question Section

Using the subject index below, code the following items of correspondence. Place the Answer Code in the correct space on your answer sheet.

88. Memo - Cost of filing equipment
89. Bulletin board item listing examples of endorsements
90. Memorandum: How to address form letters
91. Income Tax deduction bulletin from IRS
92. Bulletin Board Poster: Restrictive Endorsement
93. Memo: Return address airmail envelope
94. Tabulation of Employment Agencies
95. Receipt: Money order, Express
96. Letter Requesting Costs of Electronic Data Processing
97. Sales Letter comparing costs of data processing equipment
98. Receipt for express charges

Subject File

Answer Code	Code	Subject
A	100	Earnings, deductions
B	105	Earnings, records, employees
C	115	Electronic computing machine
D	120	Electronic data processing
E	125	Employer's List
A	130	Employment agencies
B	135	Endorsement
C	135.05	In bank
D	135.20	In full
E	135.35	restrictive
A	140	Enterprise Service
B	145	Envelopes
C	145.05	addressing for form letter
D	145.20	airmail
E	145.35	business reply
A	145.50	chain feeding of
B	145.65	government stamped
C	145.80	special delivery
D	150	Equipment, filing
E	160	Exchange services
A	165	Express money order
B	170	Express Services
C	170.05	air
D	170.20	c.o.d.
E	170.35	express shipments

Using the payroll summary below, put the answer to the following questions on the answer sheet. Use the back of the answer sheet for your hand calculations.

99. How many hours did Mr. Brown work the week ending 8/29/79?

a. 41
b. 43
c. 45
d. 44
e. 42

100. If Mr. Brown receives $4.00 on hour for the first forty hours and time and a half for hours beyond forty, what is his total gross pay for the week?

a. $180.00
b. $178.00
c. $188.00
d. $168.00
e. $176.00

101. If his total deductions are $58.36, what is his take home pay?

a. $109.25
b. $126.04
c. $119.64
d. $118.46
e. $121.64

PAYROLL SUMMARY

Name Arthur Brown No. 145

Week Ending August 29, 1984

Days

	In	Out	In	Out	In	Out	Hours
Monday	8:00	12:01	1:00	5:00			8
Tuesday	8:05	12:02	1:01	5:10			8
Wednesday	8:00	12:05	12:55	5:11			8
Thursday	7:50	12:08	12:59		6:00	9:00	11
Friday	8:00	12:00	1:00	5:01			8
Saturday							
Sunday							

Determine the postage and fees for the following items (see Rate Schedule on the next page). Put your answer on the answer sheet.

102. First-class package to be sent by Special Delivery -- the weight is four and a half pounds and is mailed within the United States of America.

a. $3.00
b. $2.55
c. $2.35
d. $2.10
e. $3.40

103. First-class material weighing nine and one-half ounces with Special Handling requested.

a. $2.43
b. $2.61
c. $2.50
d. $2.48
e. $2.38

104. Letter of first-class specifications; you wish the letter sent by certified mail. The certified mail is requested after mailing showing to whom and when the item was delivered. The letter weighs three ounces.

a. $2.89
b. $3.49
c. $4.16
d. $3.75
e. $4.19

From the choices given below each name, select the **best** cross reference and place the letter before that choice in the proper space on the answer sheet. The item should be indexed.

105. Millers, Betty (Mrs. Robert)

a. Betty Millers
b. Millers, Robert (Mrs.)
c. Miller, R. R.
d. Betty, Millers
e. Robert Millers

106. Land, Mary Janes (Mrs. Michael)

a. Mary Janes Land
b. Land, Michael (Mrs.)
c. Michael Land
d. Lands, Michael
e. M. J. Land

RATE SCHEDULE

Certified Mail

	FEE (In addition to postage)
Certificate Mailing	$0.40
Additional Services for Insured and Registered Mail:	
Restricted Delivery*	$1.00
Return Receipts*	
Requested at time of mailing:	
Showing to whom and when delivered	$0.60
Showing to whom, when, and address where delivered	$0.70
Requested after mailing:	
Showing to whom and when delivered	$3.75

*Not available for mail insured for $20 or less

Special Delivery

	Not More than 2 pounds	Weight More than 2 pounds but not more than 20 pounds	More than 10 pounds
First class and priority mail	$2.10	$2.35	$3.00
All other classes	$2.35	$3.00	$3.40

Special Handling (Fees show in addition to required postage)

Weight	Fee
Not more than 10 pounds	$0.75
More than 10 pounds	$1.30

First Class

Letter Rates	
1st ounce	20¢
Each additional ounce	17¢
Over 12 ounces	Priority mail (heavy pieces) rates apply.
Single postal cards sold by the post office	13¢ each.
Double postal cards sold by the post office	13¢ each half.
Single post cards	13¢ each.
Double post cards (reply half of double post card does not have to bear postage when originally mailed)	13¢ each half.
Presort rate	Consult Postmaster
Business reply mail	Consult Postmaster

Using the Secretarial Handbook Table of Contents (see Reference Sheet below). Find the page number for the following questions or items. Page numbers are in parenthesis.

107. State and local - government officials:

a. 15
b. 39
c. 65
d. 80
e. 115

108. Sound alikes

a. 65
b. 80
c. 115
d. 135
e. 162

REFERENCE -- SECRETARIAL HANDBOOK -- CONTENTS

(Note: Number in parenthesis (15) indicates page upon which that information is located.)

1. Abbreviations: 1000 Common ones - (15) Academic degrees - Addresses - Associations and organizatalons - General business - Government terms - Military terms - States

2. Address: 101 Forms of Address - (39) Business address - Court official - Educational official - Foreign officials - Government officials: state and local - Government officials: United States - Military men - Religious persons - United Nations - women

3. Capitalizing Expertly - (65) Armed services - Business and professional usages - Courts and officers - Derivations - General - Geography - Government - Historical terms - Laws - Scholastic terms

4. Division of Words: a Quick Guide - (80) 10 helpful rules - Prefixes and suffixes - Proper names - Three syllable words - Two syllable words

5. Grammar That Comes Naturally - (115) 10 Grammatical rules - Mean alikes - 10 parts of speech - Sound alikes - 7 tricks with tenses

6. Hyphens and Their Elimination - (135) 10 hints on hyphenating - Hyphenated compounds - One-word compounds - Two-word compounds

7. Letters that Stimulate Communication - (162) Address - Attention line - Body - Close - Content, specific letters - Format, specific styles - Salutation, subject line - Signature, identification initials - Travel correspondence

8. New Ways of Saying Things - (185) Business Cliches - Foreign words to avoid - Foreign words to use - Out-of-date expressions

9. Punctuation Made Effortless - (195) Apostrophes - Colons - Dashes - Parentheses and brackets - Quotations - Rule of three: commas, periods, semicolons

Using the page from the Thesaurus (see below), identify the Section number where you may find the following items: (Put the correct letter on the answer sheet.)

109. Wooden horse

a. 493
b. 975
c. 870
d. 579
e. 256

110. Keeping one's word

a. 496
b. 939
c. 566
d. 562
e. 741

THESAURUS

(Note: The number following term indicates the section in which that item would be found.)

wonder
  exception 83
  astonishment 870
  prodigy 872
 do -s 682, 731
 for a - 870
 nine days' - 643
 not - 507
 - whether
   uncertain 475
   ignorant 491
   suppose 514
 -s of the world 872
wonderfully 31
wonder-working
  870
wondrous 870
wont habitual 613
won't do, it - 932
woo 865, 902
wood trees 367
 material 635
 not out of the -
   665, 704
 take to the -s 666
woodcut 558
woodcutter 371
wooded, well- 256
wooden 635
  -horse 975
  -spoon 493
  -walls 717,726
wood engraving 558
woodlands 367
wood-note 412
wood pavement 255
woody 367
wooer 897
woof
  warp and - 329
wool flocculent 256
  warm 382
much cry and
  little - 482
woolgathering 458
woolly 255, 256
woolpack cloud 353
woolsack
  pillo 215
  authority 747
 tribunal 966
word maxim 496
  intelligence 532
  assertion 535
  vocable 562
  phrase 566
  command 741
  promise 708
give the - 741
good as one's -
  veracious 543
  complete 729
  probity 939
in a - 572
keep one's - 939
man of his - 939
not a - to say 585,
   879
pass - 550
put in a - 582
take at one's -
  484, 762
upon my - 535
watch - 722
-and a blow
 hasty 684
 contentous 720
 irasible 901
-of command
 indication 550
 military 722
 cvommand 741
-in the ear 527
  586
-it 566
-it 566
-of mouth 582
-to the wise
 intelligible 511
 advice 695

Vocabulary

Indicate the correct definition for each of the following words and write the corresponding letter on your answer sheet.

111.	here	a.	in either case
112.	cite	b.	in this place
113.	whether	c.	atmospheric conditions
114.	sight	d.	to illustrate
		e.	a view

115.	right	a.	direction
116.	site	b.	more than one
117.	too	c.	location
118.	two	d.	also
		e.	appropriate

119.	accept	a.	first in rank and authority
120.	except	b.	to allow
121.	principle	c.	receive
122.	principal	d.	a fundamental truth
		e.	omit

123.	capitol	a.	it is
124.	it's	b.	a building
125.	its	c.	belonging to
126.	capital	d.	wealth
		e.	fundamental truth

127.	days	a.	possessive pronoun
128.	their	b.	in that place
129.	daze	c.	a calendar period
130.	there	d.	to stun or bewilder
		e.	in this place

STENOGRAPHER TEST
Performance Section

Part	Production Activity	Performance Time
I.	Timed Typing	10 minutes
II.	Written Communication	20 minutes
III.	Machine Transcription	20 minutes
IV.	Dictation	20 minutes

Contents of the Performance Section

Teacher Materials

- Guidelines for Correcting Timed Writings and Production Tests
- Teacher Directions (including Test Copy for Parts III and IV.
- Answer Key -- Written Communication, Part II

Student Materials

- To the Student
- Test Copy for Part I, Five Minuted Timed Typing
- Test Copy for Part II, Written Communication

Grading

- For certification, the grades of Parts II, III, and IV when averaged together must be "C" or better. (See Grade Scale page 27).

GUIDELINES FOR CORRECTING TIMED WRITINGS AND PRODUCTION TESTS

1. Any word or words that deviate from the test copy are considered errors; however, no word will be counted as more than one error regardless of the number of mistakes within that word.

2. Mistakes in punctuation (or the omission of punctuation), spacing (or lack of spacing), and capitalization are to be counted as errors.

3. Incorrect word division at the end of a line is to be counted as an error.

4. Completed typed material must be identical to test copy in form.

5. Length of typing line, spacing, and paragraph indentation may vary with different timed writing and production tests, therefore check the instructions for each carefully.

6. Failure to follow instructions will result in a failing grade for that part.

Teacher Instructions for Timed Writings --

1. Warm-Up

   The student should be allowed to practice not more than 10 minutes prior to the 5 minute timed writings. Any material may be used for warm-up practice except test copy.

2. Two timed writings should be given for each Employment-Readiness Test. The better score should be submitted for certification.

3. The student will be given sufficient time to proofread and to circle all errors after the timed writings. The person administering the test will be responsible for rechecking writings and determining the student's score.

4. Net words per minute is determined by subtracting two for each error from the total words typed as indicated by scale on test copy.

Teacher Instructions for Production Typing --

1. Provide sufficient space for the student to arrange materials most efficiently.

2. Correction materials to be used will be at the discretion of the students. Discernible corrections should be counted as errors.

3. The student should be instructed to read and follow all directions with care.

4. Once the teacher has covered the test instructions with the student, no further help shall be given.

5. The student should be given sufficient time to proofread and circle all uncorrected errors. The person administering the test will be responsible for rechecking all work and determining the student's score or grade.

6. The student is to be given only that amount of time indicated to complete each production problem. Additional time should be allowed for the student to proofread and to circle all uncorrected errors.

7. Student should be allowed no more than 10 minutes warm-up time prior to the production typing.

Part I -- Five Minute Timed Writing (2)

Required Materials:

1. Typewriter and Typing Paper
2. Copy provided in student materials section (1.5 syllabic intensity).

Administration:

Allow the student to warm up and become familiar with the typewriter to be used on the test. Review the directions of the timed writings with the students.

Standard:

55 net words per minute with a maximum of 5 errors.

Part II -- Written Communication

Teacher Directions:

Allow approximately 20 minutes for this section of the test. The student should be told to locate and correct all errors. (There are 18 errors on the test copy.) A reference manual and dictionary may be used. The student may write on the original, but turn in the original and a corrected typed copy. The paper will be graded on spelling, punctuation, capitalization and number presentation. Grade only the finished copy.

Required:

1. Typewriter and typing paper
2. Dictionary
3. Reference Manual

Unedited Business Letter - Copy provided; contains at least 15 errors in spelling, punctuation, capitalization and number presentation.

The answer key for this part is on page 28 of the teacher material section. The copy from which the student is to work is in the student material section page 31.

Part III - Machine Transcription

Required:

1. Typewriter and typing paper
2. Envelope
3. Correction supplies

Recorded Dictation: Dictate the letter at the bottom of the page on a tape or disc. Include address to whom the correspondence is to ve sent. Difficult words and names should be spelled for student.

Directions: (to be included on tape or disc along with the test copy)

The student should be informed that 20 minutes is allowed for this section. They are to type an original and one carbon copy of the letter and prepare an envelope for this correspondence.

1. Block style
2. Open punctuation
3. This is an average length letter.
4. No return address required.
5. Use current date.
6. Assume letter is being typed on letterhead paper.

Standard:

No more than 15 minutes is to be allowed. The basic standard is "mailability." (See criteria above.)

* * * * * * * * * * * *

Mr. M. Lee Goddard President Eastern Manufacturing Company 3905 Montvue Drive Lewisburg, West Virginia 56180. Dear Mr. Goddard (¶1) The question of fringe benefits for our employees has been a matter of vital concern to us for a long time. We have discussed many facets of this problem with a view to determining a basic policy which would be applied to all workers, and we have formulated a few general principles to guide us. (¶2) It is our belief that fringe benefits should be considered in terms of their long-range effect on both employer and employees. We are interested in providing the kinds of benefits that will have permanence rather than short-lived advantages, for we believe these will prove most beneficial to our workers. (¶3) We are of the opinion, too, that fringe benefits should be consistent with our total fiscal policy. To provide benefits that could, over a period of years, strain our financial structure seems to us ill-advised and unwarranted. (¶4) I am enclosing a copy of our tentative proposals to acquaint you with the scope of the benefits now under consideration. Very sincerely yours Hobart W. Adams Executive Vice President (xx) Enclosure

Part IV -- Dictation

Required:

1. Typewriter and typing paper
2. Steno Notebook
3. Pen

Directions:

Dictation material provided; dictate office style (80 wpm). Require student to turn in shorthand notes and the typewritten letter.

Standard:

Type letter from your edited shorthand notes. Copy should follow dictator's instructions, have correct spelling, capitalization, punctuation, paragraphing, word division or usage. (Student may assume that letterhead stationery is being used.)

1. Block Style
2. Mixed punctuation
3. 60 space line
4. Current Date

Mrs. Polly Powers 5613 North Michigan Street Cleveland, Ohio 48110 Dear Mrs. Powers (¶1) I am happy to send you a copy of the annual report requested in your letter of August 20. (¶2) This report should prove especially appealing because of the special features included this year. Of particular interest are the carefully prepared explanatory comments accompanying the financial statements of our company. I feel certain you will gain valuable insight into the overall operation of our expanding enterprise through these helpful summaries. (¶3) After you have studied the report, I would appreciate learning your reaction to the new format used in presenting our financial status. Very sincerely yours Hobart W. Adams Executive Vice President (xx) Enclosure

+ + + + + + +

Grading Scale for Parts II, III, and IV of the Performance Section

A - 0 errors	For certification the student
B - 1 error	must complete all three parts
C - 2 errors	(not including Part I -- the timed
D - 3 errors	writing) with an overall "C"
F - 4 errors	average.

Part II -- Written Communication -- **ANSWER KEY**

May 5, 1984

Mrs. Mary Ann Sloan
2179 North Palisades Avenue
Seattle, Washington 87405

Dear Mrs. Sloan:

It is a pleasure to write you concerning the possibilities for a trip abroad next summer.

We are sponsoring two economy-priced tours, one to Europe and one to the Caribbean. The European tour will cover a 45-day period with attractively arranged stops in ten countries. The tour through the Caribbean area is planned for 30 days with visits to seven countries. Both tours are flexible enough to accommodate those desiring unscheduled, personal excursions.

I am enclosing a beautifully illustrated brochure describing these tours in detail. Should you decide to register for one of the tours described, I shall be delighted to help you complete your travel plans.

Very sincerely yours,

WORLD TRAVEL BUREAU

Ronald D. Johnson
International Agent

rj
Enclosure

STENOGRAPHER TEST
Performance Section

To the Student:

The complete test for certification as a Stenographer is composed of two (2) sections, the Objective Question Section and the Performance Section.

This is the Performance Section. It is composed of four (4) parts. The time allowed for completion of each part and the standards for passing are included in the instructions for each part of the section. Please read your instructions carefully and ask for any clarification before you start the test.

Do not begin any part of this section until instructed to do so by the teacher.

Part	Production Activity	Performance Time
I.	Timed Writing	5 minutes
II.	Written Communication	20 minutes
III.	Machine Transcription (Teacher will provide the materials and directions.)	15 minutes
IV.	Dictation (Teacher will provide the materials and directions.)	15 minutes

Part I -- Five Minute Timed Writing

To the Student:

1. This is a 5 minute timed writing.
2. Use a 70 space line.
3. Double spacing
4. Five (5) space paragraph indentation
5. Circle errors at completion of timed writing.
6. Continue typing until the end of the five minute period.

Getting a truly liberating education, an education that will enable 3 49
you to reach your maximum potential, is much like the chicken and the egg. 6 52
Before a chicken can begin life, it must break the shell in which it is 9 55
enclosed. Gibran has said "Your plan is the breaking of the shell that 12 58
encloses your understanding." Break the shell and reach a new horizon. 14 60

Ask not so much for what you desire in life, but ask what you are 17 63
doing with what you have. We usually fail to recognize the extent to 20 66
which our doing this may help us attain an excellence which is repre- 23 69
sentative of the highest quality. Dedicate your life to some truly 25 71
worthwhile and meaningful goal--then just take whatever action is neces- 28 74
sary and desirable to reach the goal. 30 76

Pushing back the boundary of ignorance is an exciting adventure. 32 78
There are too many things to be learned ever to waste time or to become 35 81
bored. This is an obvious fact, but it is also a truism that the obvious 38 84
is never seen until someone expresses it in simple terms. It was an idea 41 87
of a wheel, for example, expressed in very simple terms, that led to an 44 90
amazing revolution in man's way of living. 46 92

1 2 3

Twice

Part II -- Written Communication

To the Student:

1. Correct all errors in spelling, punctuation, capitalization, and number presentation.
2. You may write on copy below.
3. Use a 60 space line.
4. Block Style
5. Retype correctly.
6. Turn in the original and corrected copy.

* *

Current Date

Mrs Mary Ann Sloan
2179 North Palisades Avenue
Seattle Washington 87405

Dear Mrs. Sloan
It is a pleasure to right you concerning the possibilities for a trip abroad next Summer.

We are sponsering 2 economy-priced tours, 1 to Europe and one to the Caribbean. The european tour will cover a 45-day period with attractively arranged stops in ten countries. the tour through the caribbean area is planned for thirty days with visits to 7 countries.Both tours are flexible enough to accommodate those desiring unscheduled personal excursions.

I am enclosing a beautifully illustrated broshure describing these tours in detail. Should you decide to register for one of the tours described, I shall be delighted to help you complete you travel plans?

Very Sincerely yours

WORLD TRAVEL BUREAU

Ronald D. Johnson
International Agent

re
enclosure

_____
Student's Name

EMPLOYMENT-READINESS TEST
FOR
ACCOUNTING CLERK

Produced by:

Visalia Unified School District
In cooperation with the
California State Department of Education
and the
Industry Education Council of California, 1984

ACCOUNTING CLERK TEST

Business Fundamentals Section

Contents:

Teacher Materials

- To the Teacher
- Answer Key - Fundamentals Section

Student Materials

- To the Student
- Student Answer Sheet - Business Fundamentals Section
- Test Copy - Business Fundamentals Section

To the Teacher:

The test for certification as an Accounting Clerk is composed of two sections, the Business Fundamentals Section and the Accounting Fundamentals and Performance Section. This is the Business Fundamentals Section.

There are 130 test items. The student is to be given one hour and a half to complete this section.

Standard for Passing: 80% accuracy (104 items correct)

A scoring key is included (a school may elect to use alternative machine scoring answer sheets).

ACCOUNTING CLERK TEST

Business Fundamentals Section

Answer Key

1. E	26. D	51. A	76. A	101. D	126. D
2. A	27. C	52. B	77. C	102. B	127. B
3. B	28. C	53. E	78. B	103. A	128. B
4. C	29. B	54. B	79. D	104. B	129. B
5. D	30. A	55. D	80. B	105. B	130. B
6. B	31. A	56. D	81. C	106. B	
7. B	32. C	57. B	82. D	107. B	
8. D	33. B	58. C	83. C	108. C	
9. B	34. A	59. C	84. D	109. D	
10. C	35. A	60. C	85. D	110. B	
11. A	36. D	61. B	86. B	111. C	
12. D	37. D	62. C	87. D	112. C	
13. C	38. B	63. T	88. A	113. B	
14. D	39. A	64. T	89. B	114. D	
15. B	40. C	65. T	90. A	115. A	
16. D	41. B	66. T	91. A	116. A	
17. A	42. B	67. T	92. A	117. A	
18. C	43. D	68. A	93. A	118. C	
19. A	44. A	69. B	94. A	119. B	
20. A	45. C	70. C	95. A	120. C	
21. D	46. B	71. C	96. A	121. E	
22. C	47. B	72. B	97. A	122. D	
23. B	48. C	73. C	98. A	123. D	
24. B	49. C	74. A	99. A	124. B	
25. D	50. D	75. C	100. C	125. C	

ACCOUNTING CLERK TEST

Business Fundamentals Section

To the Student:

The test for certification as an Accounting Clerk is composed to two sections, the Business Fundamentals Section and the Accounting and Fundamentals and Performance Section. This is the Business Fundamentals Section. You will be given one and one-half (1 1/2) hours to complete it.

An answer or scoring sheet will be provided. **DO NOT** write on the test copy.

To receive the Accounting Clerk Certificate you must answer the one hundred thirty (130) questions with 80% accuracy (104 correct).

Do not begin the test until you are instructed to do so by the teacher.

STUDENT
MATERIALS

ACCOUNTING CLERK TEST
Business Fundamentals Section

Answer Sheet

Name _____ Date _____

1. ___	26. ___	51. ___	76. ___	101. ___	126. ___
2. ___	27. ___	52. ___	77. ___	102. ___	127. ___
3. ___	28. ___	53. ___	78. ___	103. ___	128. ___
4. ___	29. ___	54. ___	79. ___	104. ___	129. ___
5. ___	30. ___	55. ___	80. ___	105. ___	130. ___
6. ___	31. ___	56. ___	81. ___	106. ___	
7. ___	32. ___	57. ___	82. ___	107. ___	
8. ___	33. ___	58. ___	83. ___	108. ___	
9. ___	34. ___	59. ___	84. ___	109. ___	
10. ___	35. ___	60. ___	85. ___	110. ___	
11. ___	36. ___	61. ___	86. ___	111. ___	
12. ___	37. ___	62. ___	87. ___	112. ___	
13. ___	38. ___	63. ___	88. ___	113. ___	
14. ___	39. ___	64. ___	89. ___	114. ___	
15. ___	40. ___	65. ___	90. ___	115. ___	
16. ___	41. ___	66. ___	91. ___	116. ___	
17. ___	42. ___	67. ___	92. ___	117. ___	
18. ___	43. ___	68. ___	93. ___	118. ___	
19. ___	44. ___	69. ___	94. ___	119. ___	
20. ___	45. ___	70. ___	95. ___	120. ___	
21. ___	46. ___	71. ___	96. ___	121. ___	
22. ___	47. ___	72. ___	97. ___	122. ___	
23. ___	48. ___	73. ___	98. ___	123. ___	
24. ___	49. ___	74. ___	99. ___	124. ___	
25. ___	50. ___	75. ___	100. ___	125. ___	

Match the following terms on the left to their definitions on the right.

1.	Source document	a.	Computer output
2.	Computer printout	b.	When companies share the time of a computer
3.	Time-sharing	c.	A simple system of data processing
4.	Pegboard	d.	A card which a scanning machine can read
5.	Mark-sense card	e.	Business paper used to record data for the initial time

6. If you are very thin, it is best that you select clothes:

   a. That have vertical lines
   b. That have horizontal lines
   c. That you like
   d. That are dark colors

7. Choose the answer below that best contains the missing information you need to carry out the following request: Please bring me change for the purchase of this box of clips.

   a. The different denominations of coins wanted
   b. The cost of paper clips and amount of money given
   c. The date of the purchase and the price of the paper clips
   d. The time you want the change and the amount of change

Match the following terms on the left to their definitions on the right.

8.	Applicant	a.	husband or wife
		b.	one who relies on another for support
9.	Dependent	c.	one who, by law, has the rights of natives
		d.	one who applies for a job
10.	Naturalized citizen	e.	able to use more than one language

11. The amount of money a person earns before deduction is called:

    a. gross pay
    b. net pay
    c. FICA
    d. SDI

12. Which one of the following could be listed on a payroll voucher as "other deductions":

    a. SDI
    b. FICA
    c. State withholding tax
    d. Insurance premiums

13. You start out your day with the following in your till: 2 - 1 dollar bills, 6 dimes, 4 nickles, 6 pennies. The total on your cash report form will be:

    a. $2.68
    b. $16.00
    c. $2.86
    d. $6.82

14. A customer gives you $10.02 for a $6.72 sale. The least amount of correct change will be:

    a. 4 - 1 dollar bills, 1 quarter, 1 nickel
    b. 3 - 1 dollar bills, 3 dimes
    c. 3 - 1 dollar bills, 2 dimes, 2 nickels
    d. 3 - 1 dollar bills, 1 quarter, 1 nickel

15. If your change drawer at the beginning of the day contains $25 (5 - 1 dollar bills, 1 - 10 dollar bill, 6 - 50¢ pieces, 11 quarters, 18 dimes, 30 nickles, 1 roll of pennies and 45 loose pennies) and you make sales of $4.85 from $20, $3.86 from $10.06 and $88.50 from $100, your ending cash would be:

    a. $7.15
    b. $122.21
    c. $42.85
    d. $97.21

16. Add the following numbers: 768.58, 34.512, 38.45, 67.523, 986.15 and 2.876. Round off your answer to two decimal places. The answer is:

    a. 1898.089
    b. 1898.10
    c. 1898.90
    d. 1898.09

17. Subtract .398 from 6. The answer is:

    a. 5.602
    b. 5.062
    c. 5.206
    d. 5.397

18. Convert 1/5 into a decimal. The answer is:

    a. .50
    b. 1.5
    c. .20
    d. 1.20

19. Reduce 6/10 to the lowest terms. The answer expressed as a fraction is:

    a. 3/5
    b. 6/5
    c. .60
    d. .30

20. Multiply 6 1/3 by 52 1/4. The answer expressed as a fraction is:

    a. 330 11/12
    b. 329 11/12
    c. 303.916
    d. 330.917

21. Convert 1/4 into a decimal.

    a. 1.40
    b. .40
    c. 1.25
    d. .25

22. Your swim team won 16 of 20 meets. What percent of their meets did they win?

    a. 16%
    b. 1.25%
    c. 80%
    d. 20%

23. Add 2 5/8 and 7 2/3. The answer is:

    a. 9 7/24
    b. 10 7/24
    c. 9 31/24
    d. 10 1/4

24. If you wanted to know the ZIP Code for a city that only has one post office, you would probably look in the ZIP Code Directory:

    a. In the appendix
    b. On the first pages listing the state
    c. In the beginning of the directory
    d. Alphabetically under "Small Cities"

25. When ordering from a supply catalog, which information would probably be the least necessary?

    a. Quantity
    b. Extension
    c. Unit of measure
    d. Quality

26. On a bank deposit slip, checks are listed by:

a. Check number
b. Numerical order
c. Chronological order
d. ABA number

27. Which of the following matches the example exactly:
Example: Martha Duncan #628359481

a. Martha Duncan #623359481
b. Martha Duncan #638354981
c. Martha Duncan #628359481
d. Martha Duncan #628539481

28. Select the incorrectly spelled word:

a. niece
b. sleigh
c. decieve
d. freight

29. Indicate which word correctly fits the following sentence: "Dr. Taylor has many _____."

a. patience
b. patients

30. The singular possessive form of school is:

a. school's
b. schools'
c. schools

31. When you are placing an outgoing call on a push button telephone, you would need to push a button that is not lit.

a. True
b. False

32. You are working as a cashier at a department store. A customer comes to you, complaining about the high cost of the purchase being made. What would you do?

a. Tell the customer that you just work here.
b. Tell the customer that if he/she doesn't like it, to shop somewhere else.
c. Listen and try to explain why the cost is so high.

33. "As we will be coming tomorrow," is a complete sentence.

a. True
b. False

34. Which of the following would be the shortest way of changing this statement into a complete sentence? "The telephone ringing."

a. The telephone is ringing.
b. The blue telephone ringing.
c. The office telephone is ringing.

35. Choose the sentence in which the punctuation and capitalization are correct.

a. Have you met Lee Hall, President of Hart College?
b. Have you met Lee Hall, president of Hart College?
c. Have you met, Lee Hall, President of Hart College?
d. Have you met Lee Hall, president of Hart college?

36. The first step in a planned approach to decision making is:

a. To take action
b. To define the decision to be made
c. To list alternate decisions
d. to identify what is important to you and what you want to accomplish.

37. A good decision maker should:

a. know something about himself.
b. know the limitations of your decision making.
c. know the overall objective.
d. All of the above.

38. Select the statement that best describes the free enterprise system.

a. Government owned newspapers and television
b. Competition and profit motive
c. Government owned industry and trade barriers
d. Socialized medicine and open competition

Match the correct leadership style with the descriptions listed below.

39. Decisions are made solely by the leader/manager.

40. Decisions made primarily by members/employees with little involvement by the leader/manager.

41. Decisions made after asking members/employees for their opinions and judgments. Teamwork is the underlying principle.

a. Autocratic (Boss-centered)
b. Democratic (Participative)
c. Laissez-faire (Employee centered)

42. Situation: As a store manager, it is your wish to improve the customer relations of your employees. Which of the following approaches would be appropriate:

a. To be firm and order your employees to treat customers in the appropriate manner.
b. Hold workshops on how to improve customer relations.
c. Hire new employees.

43. You are the president of one of your school's larger extra-curricular organizations. You find that your secretary is not fulfilling the duties of his position. Which do you think would be the best course of action?

a. Work with the advisor and the secretary for a positive solution.
b. Discuss it with your organization's advisor.
c. Discuss the situation with your secretary and work for possible solutions.
d. All of the above.

44. Which of the following is not an advantage of a sole proprietorship?

a. Unlimited liability
b. Control over decision making process of the business
c. Organizational changes are easy to make.
d. Most inexpensive to organize

45. Which of the following is not an advantage of a partnership?

a. Sharing business expenses
b. Using expertise and capital of each partner
c. Unlimited liability
d. All of the above are advantages.

46. Which of the following is an advantage of a corporation?

a. Most expensive to organize
b. Easiest form of raising money
c. Owner is not in total control.
d. More governmental controls

47. Select the correct answer in the following situation:
When communicating job instructions to an employee, which would you do?

a. Speak with a loud voice
b. Speak clearly, loudly enough to be heard, and enunciate correctly
c. Speak concisely with very much detail

48. You are financing $1,000 on a new car. The simple interest rate for one year for financing the car is 12%. What would it cost you for interest for the first month?

a. $83.33
b. $120.00
c. $10.00
d. $12.00

49. Which is the better buy per ounce - all other things being equal. You are buying a can of tomatoes.

a. 1 lb. @ $1.35
b. 8 oz. @ $.35
c. 12 oz. @ $.49
d. 1 lb. 8 oz. @$.96

50. Advertising affects the consumer in all of the following ways except one. Select the choice that does not affect consumers.

a. Creates a desire for the product
b. Attracts the attention of the consumer
c. Promotes action
d. Determines customer need for the product.

51. Computer program instructs the computer to manipulate words (delete, insert, etc.) This is known as:

a. Word Processing
b. Data Processing
c. Process Control
d. Compiler
e. Scanner

52. Taking data that has been entered into the computer and doing something with it is:

a. Information Retrieval
b. Data Processing
c. Simulation
d. Process Control
e. Robotics

53. Input/output unit attached to a mainframe or minicomputer is a:

a. Scanner
b. Compiler
c. Robotics
d. CAI
e. Terminal

54. Using the computer to help students learn is known as:

a. UPC
b. CAI
c. IBM
d. UNIVAC
e. ENIAC

55. Collection of computer files which include detailed information:

a. Credit Bureau
b. ENIAC
c. CAI
d. Data Bank
e. UPC

56. Black and white bars and numbers which represent product name, size and price are called:

a. IBM
b. CAI
c. CPU
d. UPC
e. BIT

57. Which job would not be suitable for a computer in a department store?

a. calculate customers' bills
b. handle customers' complaints
c. process paychecks

58. Computer programs are referred to as:

a. hardware
b. microprocessors
c. software

59. The number system used by computers is called the:

a. metric system
b. Dewey Decimal number system
c. binary number system

60. Today most computers are used by:

a. Mathematicians
b. Physicians
c. Business people
d. Scientists

61. Which of the following can be an input as well as an output device?

a. Keyboard
b. Video Display Screen
c. Joystick
d. Mouse

62. Which of the following programming languages is used most often with microcomputers?

a. PL/1
b. COBOL
c. BASIC
d. FORTRAN

True/False -- if true, write T; if false, write F.

63. One K equals 1,024 bytes.

64. A video screen is also known as a monitor or CRT.

65. The "brain" of the computer is the central processing unit.

66. In a microcomputer, the entire CPU consists of one chip called the microprocessor.

67. The two digits, 0 and 1, are called bits.

68. The memory built into the computer is called:

a. Read Only Memory (ROM)
b. auxiliary
c. peripheral
d. Random Access Memory (RAM)

69. A computer can do all but one of these:

a. Solve arithmetic problems
b. Make decisions
c. Store data
d. Provide information

70. Write the letter on the answer sheet for the item not correctly alphabetized:

a. Berens, Arlene Co., San Jose, CA
b. Berens, Arlin Co., Santa Barbara, CA
c. Berens, A. Co., San Jose, CA
d. Berens, Arline Co., Santa Barbara, CA
e. Berens, Arline Co., Santa Clara, CA

71. Find the Incorrectly Indexed name:

	Name		Indexed
a.	Johnny d'Artagnane	a.	d'Artagnane, Johnny
b.	Jacqueline DeBenedict	b.	DeBenedict, Jacqueline
c.	Jane John-Andrews	c.	Andrews, Jane John
d.	Maria Rios	d.	Rios, Maria
e.	John Roos	e.	Roos, John

72. Select from the items below, an example of **Indexing**:

a. Fred Aldrich
b. Allen Furniture Company
c. Thad Allen
d. Jeanette Ambrose
e. Joseph Andrews

73. Two of the names below are incorrectly alphabetized. Indicate which one should be listed first.

a. Andrews, J.
b. Andrews, James II
c. Andrews, Jas.
d. Andrews, Jamison
e. Andrews, John

74. Choose from the items below, the best example of "nothing comes before something."

a. Ballante, S.
b. Ballante, Samuel
c. Barnett, Donald
d. Barnhill, Sue
e. Barr, Joel

75. Which item listed below does not follow the indexing rules?

a. Father Kelly
b. Sister Anne
c. Reverend John Allen
d. Prince Charles
e. Brother John

76. Select the filing rule below that indicates how these names should be filed.
Abel, John (2nd)
Abel, John (3rd)
Abell, John (Jr.)
Abell, John (Sr.)

a. When names are the same, the special designations are filed alphabetically or numerically.
b. Only surnames are considered.
c. Unusual names -- family names and first names difficult to identify.
d. When names are exactly alike, the cities in which correspondents are located is considered.
e. When two last names are spelled the same with exception that one has one additional letter at the end, shorter names come first.

ACCOUNTING CLERK TEST
Business Fundamentals Section

77. Which set of numbers below is in the correct ascending order?

a.	b.	c.	d.
22389	89321	05629	22389
22390	63219	22389	22390
05629	05629	22390	63219
63219	22390	63219	89321
89321	22389	89321	05629

78. Which set of numbers below is in the correct ascending order?

a.	b.	c.	d.
551 24 9238	551 24 9165	878 29 2145	551 24 9165
551 24 9165	551 24 9238	678 29 2132	552 24 9228
552 24 9328	552 24 9328	552 24 9328	551 24 9238
678 29 2133	678 29 2132	552 24 9165	678 29 2133
878 29 2145	878 29 2145	552 24 9238	878 29 2145

79. Which set of numbers below is in the correct ascending order:

a.	b.	c.	d.
64 45 15	64 23 15	64 42 09	64 23 15
64 45 10	64 42 09	64 43 09	64 42 09
64 43 09	64 43 09	64 45 10	64 43 09
64 23 15	64 45 15	64 45 15	64 45 15
64 42 09	64 45 10	64 23 15	64 45 15

80. Under the heading below entitled "Procedure When Opening Incoming Mail," which of the choices listed after a, b, c, and d should be inserted on the blank line.

a. Seal the envelope
b. Attach the envelope to the correspondence
c. List all mail received from United Parcel Service
d. Place stamp for postage on letters

Procedure when opening incoming mail

- Open envelopes, except personal and confidential.
  _____ (Select a, b, c, or d as indicated above.)
- Check and attach enclosures, if any.
- Note if enclosure is missing.
- Time stamp
- Sort by classification (personal), first-class, other class

Find the words spelled incorrectly within each line. On your answer sheet, place the letter of the word that is NOT spelled correctly.

81.	a.	baggage	b.	winning	c.	shiped	d.	taxes	e. dropped
82.	a.	conscience	b.	piece	c.	peace	d.	beleive	e. brief
83.	a.	review	b.	eight	c.	foerign	d.	freight	e. questionnaire
84.	a.	regretted	b.	occurrence	c.	equipped	d.	evennes	e. beginning
85.	a.	payment	b.	available	c.	offering	d.	referince	e. profited

86. a. receive b. niether c. believe d. receipts e. foreign

87. a. heaviest b. modified c. beautiful d. accompaying e. inventories

88. a. milage b. enclosure c. approving d. disciplinary e. desiring

89. a. skillfull b. embarasing c. willingly d. dismissal e. expressed

Correctly complete the following sentences by selecting the correct word from the two words within the parentheses. Place the letter of the correct word on the answer sheet.

90. The handwriting was (a. illegible, b. eligible) on the application.

91. This helped the student (a. lose, b. loose) the chance for the entry-level job.

92. The (a. personnel, b. personal) office will interview all applicants.

93. (a. Personnel, b. Personal) interested in the new opening will be interviewed.

94. A (a. boy's, b. boys') bicycle was found in the bicycle park.

95. The ten (a. years', b. year's) reports were stapled together.

96. Please (a. accept, b. except) this money in payment of my bill.

97. Accept the (a. advice, b. advise) and improve your writing.

98. The (a. effect, b. affect) of government policy will be shown in our relations with other countries.

99. Inflation will (a. affect, b. effect) the amount of goods the dollar will purchase.

Match the following terms on the left to their definitions on the right:

100. Improvise
101. Morale
102. Dignity
103. Compromise

a. A mutual agreement made by concession on both sides

b. The formal reserve of one's manners and language

c. To make do with what one has

d. A state of mind which reflects an individual's attitude

e. A standard by which something is judged

Make a choice as to the BEST punctuation in each of the following groups.

104. a. Mr. Rios does not wish to run for an office, he will serve if elected in April, 1984.

b. Mr. Rios does not wish to run for an office; he will serve if elected in April, 1984.

c. Mr. Rios does not wish to run for an office he will serve if elected in April, 1984.

105. a. Workers, producing more than their quota, are given additional money in the form of a bonus check.

b. Workers producing more than their quota are given additional money in the form of a bonus check.

c. Workers; producing more than their quota, are given additional money in the form of a bonus check.

106. a. After dark moths appear by the hundreds.

b. After dark, moths appear by the hundreds.

c. After dark: moths appear by the hundreds.

107. a. A compound sentence as we stated in the previous unit is a sentence that contains two or more independent clauses.

b. A compound sentence, as we stated in the previous unit, is a sentence that contains two or more independent clauses.

c. A compound sentence; as we stated in the previous unit; is a sentence that contains two or more independent clauses.

You have correspondence (letters, memorandums, invoices and other business items) which are to be placed in the appropriate files (see Alphabetic Files listed below). Place each of the correspondence items listed below (questions 108-117) in the appropriate file in proper order. On your answer sheet, place the **Answer Code** of the file that the correspondence item will **follow**. (EXAMPLE: Muzicraft follows Muzayyin, Nasrat. Therefore, you would mark C on your Answer Sheet.

		Answer Code	Alphabetic File
		A	Musial, Anthony J.
		B	Musial, D.L.
		C	Musial Walter J.
		D	Music, Ed
		E	Music Loft (The)
108.	Music Box The	A	Music Machine (The)
		B	Music Plus
109.	Musicom	C	Music, Robert E.
		D	Music Shop (The)
110.	Musselman's	E	Musical Instrument Repair by Richard
		A	Musicgraph Co.
111.	Mutual of Omaha Ins. Co.	B	Musicians Union Local 581 AFM
		C	Musick Bill C.
112.	Muzicraft	D	Musicland
		E	Musil, Ronald
113.	Musse, E. A.	A	Musquic, Alex
		B	Mussa, Helen G.
114.	Music, Ed. C.	C	Musselman, Robert C.
		D	Musselman, T. Robert
115.	Musicgraph Co. & Associates	E	Mustaparta, George R.
		A	Muth, John
116.	Musquiz, Dionicio	B	Muth, Kirk R.
		C	Mutschler, C. R.
117.	Mutze, W. W.	D	Mutual Savings & Loan Association
		E	Mutual Ticket Agency
		A	Mutz, Bruce W.
		B	Muzak Music By
		C	Muzayyin, Nasrat
		D	Muzio, Angelo
		E	Muzuol, R. V.

You have correspondence (letters, memorandums, invoices and other business items) which have been numbered and are to be placed in the appropriate files (see Numeric Files listed below). Place each of the correspondence items listed (questions 118-122) in the next page in the appropriate file in proper order. On your answer sheet, place the **Answer Code** of the file that the correspondence item will **follow**. (EXAMPLE: 53-600-24 follows 53-600-23. Therefore, you would mark C on your Answer Sheet.

		Answer Code	Numeric File
		A	46-333-00
		B	47-321-09
		C	47-321-99
		D	48-001-23
		E	48-099-33
		A	48-378-23
		B	48-423-32
118.	51-607-23	C	48-600-12
		D	48-602-09
119.	51-609-25	E	48-711-23
		A	49-500-34
120.	51-611-42	B	49-501-45
		C	50-500-23
121.	53-600-34	D	50-700-78
		E	51-231-45
122.	48-602-12	A	51-567-88
		B	51-602-32
		C	51-605-23
		D	51-607-32
		E	51-607-44
		A	51-608-67
		B	51-609-23
		C	51-610-45
		D	52-610-47
		E	53-423-12
		A	53-423-99
		B	53-598-34
		C	53-600-23
		D	53-600-30
		E	53-600-32

Using the payroll summary below, put the answer to the following questions on the answer sheet. Use the back of the answer sheet for your hand calculations.

123. How many hours did Mr. Brown work the week ending 8/29/79?

a. 40
b. 41
c. 42
d. 43
e. 44

124. If Mr. Brown receives $4.00 on hour for the first forty hours and time and a half for hours beyond forty, what is his total gross pay for the week?

a. $168.00
b. $178.00
c. $188.00
d. $174.00
e. $182.00

125. If his total deductions are $58.36, what is his take home pay?

a. $117.46
b. $119.46
c. $119.64
d. $117.64
e. $118.46

PAYROLL SUMMARY

Name Arthur Brown No. 145

Week Ending August 29, 1984

Days

	In	Out	In	Out	In	Out	Hours
Monday	8:00	12:01	1:00	5:00			8
Tuesday	8:05	12:02	1:01	5:10			8
Wednesday	8:00	12:05	12:55	5:11			8
Thursday	7:50	12:08	12:59		6:00	9:00	11
Friday	8:00	12:00	1:00	5:01			8
Saturday							
Sunday							

Determine the postage and fee for the following item (see Rate Schedule below). Select the correct answer from choices listed below.

126. First-class package to be sent by Special Delivery -- the weight is three and a half pounds and is mailed within the United States of America.

a. $2.10
b. $3.40
c. $3.00
d. $2.35
e. $4.05

RATE SCHEDULE

Certificated Mail

	FEE (In addition to postage)
Certificate Mailing	$0.40
Additional Services for Insured and Registered Mail:	
Restricted Delivery*	$1.00
Return Receipts*	
Requested at time of mailing:	
Showing to whom and when delivered	$0.60
Showing to whom, when, and address where delivered	$0.70
Requested after mailing:	
Showing to whom and when delivered	$3.75

*Not available for mail insured for $20 or less

Special Delivery

	Weight Not More than 2 pounds	Weight More than 2 pounds but not more than 20 pounds	Weight More than 10 pounds
First class and priority mail	$2.10	$2.35	$3.00
All other classes	$2.35	$3.00	$3.40

Special Handling (Fees show in addition to required postage)

Weight	Fee
Not more than 10 pounds	$0.75
More than 10 pounds	$1.30

First Class

Letter Rates	
1st ounce	20¢
Each additional ounce or fraction of an ounce	17¢
Over 12 ounces	Priority mail (heavy pieces) rates apply.
Single postal cards sold by the post office	13¢ each.
Double postal cards sold by the post office	13¢ each half.
Single post cards	13¢ each.
Double post cards (reply half of double post card does not have to bear postage when originally mailed)	13¢ each half
Presort rate	Consult Postmaster.
Business reply mail	Consult Postmaster.

From the choices given below each name, select the **best** cross reference. Place the letter of that choice in the proper space on the answer sheet. The item should be indexed.

127. Williams, Marie Jane (Mrs. Albert)

a. Marie Jane Williams
b. Williams, Albert (Mrs.)
c. Mr. Albert Williams
d. William, M. J.
e. Williams, Maria

128. Millers, Betty (Mrs. Robert)

a. Betty Millers
b. Millers, Robert (Mrs.)
c. Miller, R. R.
d. Betty, Millers
e. Robert Millers

129. Land, Mary Janes (Mrs. Michael)

a. Mary Janes Land
b. Land, Michael (Mrs.)
c. Michael Land
d. Lands, Michael
e. M. J. Land

130. A B C

a. American Company
b. American Broadcasting Corporation
c. Broadcasting Corporation of America
d. Broadcasting Co.
e. Corporation of Am.

Contents of this section:

Teacher Materials

- To the Teacher
- Guidelines for Correcting Timed Writings and Production Tests
- Part I -- Answer Key for Test Questions
- Teacher Directions for Performance Tests
- Part II -- Answer Key for Machine Calculator Test
- Part IV -- Answer Key for Typing from Handwritten Copy

Student Materials

- Part I -- Accounting Fundamentals Test
- Part II -- Test Copy - Machine Calculator
- Part III -- Timed Typing Copy
- Part IV -- Test Copy - Typing from Handwritten Copy
- Student Answer Sheet for Accounting Test Questions
- Student Answer Sheet for Machine Calculator Test

To the Teacher:

This section of the Accounting Clerk Test is designed to test, first, the student's knowledge of accounting fundamentals and activities and, second, the student's performance level in the use of the machine calculator and the typewriter.

The student will have fifty minutes to answer the ninety (90) questions) on accounting fundamentals and accounting activities. The standard for passing is 90% accuracy (81 correct). Approximately one hour will be required to administer Parts II, III, and IV of this section.

GUIDELINES FOR CORRECTING TIMED WRITINGS AND PRODUCTION TESTS

1. Any word or words that deviate from the test copy are considered errors; however, no word will be counted as more than one error regardless of the number of mistakes within that word.

2. Mistakes in punctuation (or the omission of punctuation), spacing (or lack of spacing), and capitalization are to be counted as errors.

3. Incorrect word division at the end of a line is to be counted as an error.

4. Completed typed material must be identical to test copy in form.

5. Length of typing line, spacing, and paragraph indentation may vary with different timed writing and production tests, therefore check the instructions for each carefully.

6. Failure to follow instructions will result in a failing grade for that part.

Teacher Instructions for Timed Writings --

1. Warm-Up

   The student should be allowed to practice not more than 10 minutes prior to the 5 minute timed writings. Any material may be used for warm-up practice except test copy.

2. Two timed writings should be given for each Employment-Readiness Test. The better score should be submitted for certification.

3. The student will be given sufficient time to proofread and to circle all errors after the timed writings. The person administering the test will be responsible for rechecking writings and determining the student's score.

4. Net words per minute is determined by subtracting two for each error from the total words typed as indicated by scale on test copy.

Teacher Instructions for Production Typing --

1. Provide sufficient space for the student to arrange materials most efficiently.

2. Correction materials to be used will be at the discretion of the students. Discernible corrections should be counted as errors.

3. The student should be instructed to read and follow all directions with care.

4. Once the teacher has covered the test instructions with the student, no further help shall be given.

5. The student should be given sufficient time to proofread and circle all uncorrected errors. The person administering the test will be responsible for rechecking all work and determining the student's score or grade.

6. The student is to be given only that amount of time indicated to complete each production problem. Additional time should be allowed for the student to proofread and to circle all uncorrected errors.

7. Student should be allowed no more than 10 minutes warm-up time prior to the production typing.

ACCOUNTING CLERK TEST

Accounting Fundamentals and Performance Section

Answer Key -- Part I Accounting Fundamentals

1. A	26. D	51. B	76. A
2. C	27. D	52. B	77. B
3. B	28. C	53. A	78. A
4. D	29. B	54. A	79. B
5. C	30. B	55. B	80. B
6. A	31. C	56. A	81. A
7. D	32. A	57. A	82. A
8. B	33. D	58. B	83. B
9. C	34. A	59. A	84. A
10. A	35. A	60. A	85. B
11. C	36. A	61. A	86. A
12. C	37. A	62. E	87. A
13. B	38. B	63. C	88. A
14. A	39. D	64. E	89. B
15. C	40. E	65. B	90. B
16. B	41. C	66. A	
17. B	42. A	67. C	
18. B	43. B	68. A	
19. A	44. A	69. B	
20. A	45. B	70. C	
21. A	46. B	71. B	
22. A	47. A	72. D	
23. C	48. B	73. E	
24. B	49. B	74. C	
25. D	50. A	75. D	

Teacher Directions:

There are four parts to this section of the test. Time estimates, administration, standards and equipment appear below.

Part I -- Accounting Fundamentals Test Questions

Time:	50 minutes
Standards:	90% accuracy (81 correct)
Supplies:	Test Copy
	Student Answer Sheet

Part II -- Machine Calculator Test

Time:	15 minutes
Standards:	90% accuracy (27) correct)
Supplies:	Test Copy (Students are **NOT** to write on the test copy.)
	Student Answer Sheet
Equipment:	Machine Calculator

Part III -- Timed Typing -- (1.3 syllabic intensity)

Time:	5 minutes
Standards:	40 net words per minute, maximum of 5 errors
Supplies:	Timed Typing Copy in Student Materials Section
	Typing paper
Equipment:	Typewriter
Settings for Typing:	70 space line
	Double spacing
	5 space paragraph indention

Part IV -- Typing from Handwritten Copy

Time:	15 minutes
Directions:	Block Style
	2 inch margins
	open punctiation
	Start with date on line 16. (Use current date.)
Supplies:	Typing paper
	Envelope
	Correction supplies
	Handwritten copy of a letter in student materials section
Equipment:	Typewriter

Part II -- Answer Key --

CALCULATOR TEST

1. 48.85
2. 6,417.52
3. 220.45
4. 37,170
5. 110,637
6. 4,828
7. 382.53
8. -437.97
9. 253.07
10. 6.86
11. 401.19
12. 519.93
13. 714.39
14. 72.82
15. 5,554.97
16. -77.45
17. 33,912
18. 706,050
19. 4,828
20. 125.04
21. -348.06
22. 12.76
23. 3.17
24. 749.76
25. 174.45
26. 351.94
27. 40.57
28. 5,108.10
29. 261.24
30. 14,472

Part IV -- Typewriting from Handwritten Copy -- Answer Key

A. Use a 60-space line
B. Open punctuation
C. Block style
D. Current date

December 11, 1984

Mr. James Deluna
Jaycee State Reporter
Fodder Farm
Bangor, ME 04385-6770

Dear James

Congratulations on being selected as the Jaycee State Reporter. Your knowledge of public relations, personality, and the optimism you showed during the year were all very important factors in your being selected for the position.

The public will judge the Jaycees by what they do and what you say. An effective and productive year will be determined by early planning. Let all the State Jaycees be at your disposal in this effort.

Good luck in the coming year's activities. Again, congratulations.

Sncerely yours

Fred O. Wilson

ACCOUNTING CLERK TEST

Accounting Fundamentals and Performance Section

To the Student:

The complete test for certification as an Accounting Clerk is composed of two (2) sections, the Business Fundamentals Section and the Accounting Fundamentals and Performance Section.

This is the Accounting Fundamentals and Performance Section. It is composed of four (4) parts. The time allowed for the completion of each and the standards for passing are included in the instructions. Please read your instructions carefully and ask for any clarification before you start the test.

Do not begin any part of this section until you are instructed to do so by the teacher.

STUDENT MATERIALS

ACCOUNTING CLERK TEST

Accounting Fundamentals and Performance Section

Part I -- Accounting Fundamentals and Activities

Time: - 50 minutes

Standards: - 90% accuracy (81 correct)

Supplies:
- Test Copy
- Student Answer Sheet

Part II -- Machine Calculator Test

Time: - 15 minutes

Standards: - 90% accuracy (27) correct)

Supplies:
- Test Copy
- Student Answer Sheet

Equipment: - Machine Calculator

Part III -- Five Minute Timed Writing (two)

Time: - 10 minutes

Standards: - 40 net words per minute, maximum of 5 errors

Supplies:
- Timed Typing Copy
- Typing paper

Equipment: - Typewriter

Settings for Typing:
- 70 space line
- Double spacing
- 5 space paragraph indention

Part IV -- Typing from Handwritten Copy

You will be given paper with letterhead, an envelope and a handwritten letter. Type a business letter and address the envelope.

Time: - 15 minutes

Directions:
- Block Style
- 2" margins
- Open Punctuation
- Start with date on line 16. (Use current date.)
- Correct all errors.

Supplies:
- Letterhead typing paper
- Envelope
- Correction supplies
- Handwritten copy of a letter

Equipment: - Typewriter

ACCOUNTING CLERK TEST

Accounting Fundamentals and Performance Section

Student Answer Sheet -- Part I -- Accounting Fundamentals

Name _____ Date _____

1. ___	26. ___	51. ___	76. ___
2. ___	27. ___	52. ___	77. ___
3. ___	28. ___	53. ___	78. ___
4. ___	29. ___	54. ___	79. ___
5. ___	30. ___	55. ___	80. ___
6. ___	31. ___	56. ___	81. ___
7. ___	32. ___	57. ___	82. ___
8. ___	33. ___	58. ___	83. ___
9. ___	34. ___	59. ___	84. ___
10. ___	35. ___	60. ___	85. ___
11. ___	36. ___	61. ___	86. ___
12. ___	37. ___	62. ___	87. ___
13. ___	38. ___	63. ___	88. ___
14. ___	39. ___	64. ___	89. ___
15. ___	40. ___	65. ___	90. ___
16. ___	41. ___	66. ___	
17. ___	42. ___	67. ___	
18. ___	43. ___	68. ___	
19. ___	44. ___	69. ___	
20. ___	45. ___	70. ___	
21. ___	46. ___	71. ___	
22. ___	47. ___	72. ___	
23. ___	48. ___	73. ___	
24. ___	49. ___	74. ___	
25. ___	50. ___	75. ___	

Part I -- Accounting Fundamentals

Directions: Indicate by letter, your choice of answers to complete the following statements. Write your answer on the answer sheet.

1. The value of property owned by or due the owner is known as:

   a. assets
   b. liabilities
   c. owner's equity
   d. expense

2. The owner's legal claim to his own property is called:

   a. assets
   b. liabilities
   c. owner's equity
   d. expense

3. Debts owed by a business are called:

   a. assets
   b. liabilities
   c. owner's equity
   d. expense

4. The fundamental accounting equation is:

   a. Assets + Liabilities = Owner's Equity
   b. Assets = Expense + Liabilities
   c. Assets = Liabilities - Expense
   d. Assets = Liabilities + Owner's Equity

5. A business event which affects the accounting equation is known as:

   a. an allowance
   b. a disbursement
   c. a transaction
   d. an accrual

6. A record keeping device for segregating and accumulating accounting data is known as:

   a. an account
   b. an audit trail
   c. a core storage
   d. a tabulation

7. A business paper used as a basis for recording a transaction is known as:

   a. a contract
   b. a policy
   c. a memorandum
   d. a source document

8. A book or listing of financial actions recorded chronologically and used as a basis of posting to accounts is called:

   a. a recapitulation
   b. a journal
   c. a schedule
   d. a distribution

9. A book of accounts is called:

   a. a journal
   b. a directory
   c. a ledger
   d. a reference

10. a classified list of accounts and account numbers is called:

    a. a chart of accounts
    b. a schedule of accounts
    c. a roster of accounts
    d. a table of accounts

11. A business paper showing the description and price of merchandise sold is called:

    a. a note
    b. a statement
    c. an invoice
    d. a price list

12. Financial activity which tends to reduce the owner's equity is classified as:

    a. capital
    b. income
    c. expense
    d. proprietorship

13. Authorization means:

    a. registering complaints to the person in charge
    b. approval by someone in authority
    c. proving the accuracy of a source document
    d. proving fraud has been attempted

14. Recording a transaction in a book of original entry is called:

    a. journalizing
    b. posting
    c. coding
    d. processing

15. In accounting language, the word debit means:

    a. an increase
    b. a decrease
    c. an increase to some types of accounts, but a decrease to other types of accounts.
    d. an increase to the accounting equation

16. A group of individual accounts, the total of which supports a consolidated account in the general ledger, is known as:

    a. a control ledger
    b. a subsidiary ledger
    c. a proof ledger
    d. a customer's ledger

Debit-Credit Formula

Directions for questions 17 through 21: Complete the following statements by marking (a) **DEBIT** or (b) **CREDIT** on the answer sheet.

17. An asset account is decreased by a

18. A liability account is increased by a

19. An owner's equity account is decreased by a

20. An income account is decreased by a

21. An expense account is increased by a

Account Clerk Procedures
Multiple Choice Questions
Directions for questions 22 through 33: Read the statements carefully and select the answer which is in the proper time sequence and most correct. Indicate the correct choice on the answer sheet.

22. In analyzing the effect of a transaction on the accounting equation, you must first:

    a. determine what accounts are affected
    b. determine the numbers of the accounts
    c. determine the account balances
    d. determine whether the accounts are increased or decreased

23. A check stub should be cross-referenced to the source document it covers so that:

    a. the payee will know who made payment
    b. the bank account will not be overdrawn
    c. support for the disbursement may be traced easily
    d. the invoice may be filed properly

24. Given: A check stub showing a payment of the rent and a combination journal for recording the disbursement. You should enter the amount of the check in the:

    a. Cash Debit column
    b. Cash Credit column
    c. The General Credit column
    d. the Income Credit column

25. When making a journal entry, the account title column is used to write

    a. an explanation of the entry
    b. the name and number of the source document
    c. the titles of accounts which have special column headings
    d. the titles of the accounts which have no special column headings

26. When posting from a combination journal, you should post individual items in the

    a. Cash Debit column
    b. Cash Credit column
    c. Fees Income Credit column
    d. General Debit column

27. When posting from a journal to the ledger, you should fill in the posting reference columns:

    a. at the end of the month
    b. at the end of the week
    c. as soon as you have finished the posting
    d. as you post each item

28. If the trial balance does not balance, the most efficient procedure for tracing the error is to:

    a. systematically check the source documents.
    b. redo the posting, account balancing, and trial balance procedure in the original order
    c. redo the posting, account balancing and trial balance procedure in reverse order
    d. scan the records at random to spot the error or errors

29. Assuming no other error is made, if a credit is incorrectly posted as a debit, the trial balance will be off:

    a. the amount of the posting
    b. twice the amount of the posting
    c. three times the amount of the posting
    d. the amount of the source document

30. The payroll register is transferred directly to

    a. the general ledger
    b. the employee's individual earnings records
    c. the time cards
    d. the W-2 forms

31. The FICA tax is paid by:

    a. the employer
    b. the employee
    c. both employer and employee
    d. the property owner

32. A sale of merchandise for cash would be recorded in:

    a. the cash receipts journal
    b. the cash payments journal
    c. the sales journal
    d. the general journal

33. When recording a petty cash replenishment, the debit should be to:

    a. the Cash account
    b. the Petty Cash account
    c. the income accounts from which the cash came
    d. The Expense or Asset accounts for which the money was spent

Account Classification --
Given: A list of accounts (column below at the left)
A list of account classifications identified by letters a through e (column below at right)
Directions: On the answer sheet, write the corresponding letter from the list at the right designating the proper account classifications.

34.	Cash	a. Asset
35.	Petty Cash	b. Liability
36.	Accounts Receivable	c. Cost
37.	Merchandise Inventory	d. Income
38.	Federal Income Tax Withheld	e. Expense
39.	Sales	
40.	Supplies Used	
41.	Purchases	
42.	Prepaid Insurance	
43.	State Disability Insurance Payable	

Accounting Clerk Decisions -- (Yes - No Questions)
Directions: For each question 44 through 61, write a for "yes", or b for "no" on the answer sheet.

44. When a check is issued, can you determine what account should be debited by what follows the word "for" on the check stub as it relates to the chart of accounts?

45. Is the balance of an account determined by adding the sum of the debits to the sum of the credits?

46. When a trial balance balances, is this a valid assurance that all the bookkeeping has been correct?

47. When looking for an error in the accounting records, is the posting reference column of the ledger an aid in tracing the source of the entry?

48. When an error has been located in the accounting records, should a correction be made by erasing and writing in the correction?

49. When a pegboard system of bookkeeping is used, are the writing of a check and the entry in the check register done in separate operations?

50. When a pegboard system of bookkeeping is used, is an entry in the check register and the entry debiting the creditors account done in the same operation?

51. In preparing a bank reconciliation, are outstanding checks added to the bank statement balance?

52. When posting from a cash journal, are all debits and credits posted individually to the cash account?

53. Are withholding allowances claimed of any importance on a federal income tax table?

54. Do individual earnings records make possible the issuance of W-2 forms to the employees at the end of the year?

55. Are regular time and overtime shown separately on the W-2 form?

56. After posting, should the total of balances in the Accounts Receivable Ledger equal the Accounts Receivable Account balance in the General Ledger?

57. When typing sales invoices to be mailed to customers, should the stock number be shown on the invoice?

58. Does the use of a computer terminal in recording cash disbursements result in a debit to the cash account?

59. To index an identifying number on an adding machine tape, should you use the non-add key?

60. Is the book value of a plant asset determined by subtracting accumulated depreciation from the original cost price?

61. Is perpetual inventory the same as a running inventory?

Selecting the right journal: (Matching Questions)

Directions: For each transaction, numbers 62 through 66, indicate by the corresponding letter listed in the column at the left below which journal should be used. Write your answer on the answer sheet.

62. A purchase of supplies on account
63. A sale of merchandise on account
64. A sale to James Collier incorrectly posted to the account of James Collins
65. A purchase of merchandise for cash
66. A sale of used equipment for cash

a. Cash Receipts Journal
b. Cash Payments Journal
c. Sales Journal
d. Purchases Journal
e. General Journal

Indicate on the answer sheet the proper accounts to be debited and credited for each of the following transactions:

Using the direct write-off method, write off the account of Kenton Carver:

67. Account Debited
68. Account Credited

a. Accounts Receivable/Kenton Carver
b. Accounts Payable/Kenton Carver
c. Bad Debts Expense
d. Allowance for Uncollectable Accounts
e. Bad Debts Collected

Issued a note payable on account.

69. Account Debited
70. Account Credited

a. Notes Receivable
b. Accounts Payable/Creditor's Account
c. Notes Payable
d. Purchases
e. Accounts Receivable/Customer's Account

Sale of equipment on account:

71. Account Debited
72. Account Credited

a. Cash
b. Accounts Receivable/Customer's Account
c. Sales
d. Equipment
e. Accounts Payable/Creditor's Account

Returned merchandise which was purchased on account:

73. Account Debited
74. Account Credited

a. Cash
b. Purchases
c. Purchase Returns and Allowances
d. Accounts Receivable/Customer's Account
e. Accounts Payable/Creditor's Account

Cash purchase of office supplies

75. Account Debited
76. Account Credited

a. Cash
b. Purchases
c. Accounts Payable/Creditor's Account
d. Supplies
e. Supplies Expense

For the following accounts, on which statement (Income Statement or Balance Sheet) will each account appear. On your answer sheet indicate **a** for **Income Statement**; **b** for **Balance Sheet**.

77. Accounts Payable
78. Interest Expense
79. Cash
80. Sales Tax Payable
81. Purchase Returns and Allowances
82. Depreciation Expense
83. Allowance for Depreciation
84. Utilities Expense
85. Equipment
86. Supplies Expense
87. Sales Returns and Allowances
88. Sales
89. Notes Payable
90. Prepaid Insurance

ACCOUNTING CLERK TEST

Accounting Fundamentals and Performance Section

Part II -- Machine Calculator - Timed Test

Student Answer Sheet

Name _____ Date _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____

Part II. Calculator - Timed Test

This section will be timed for 15 minutes. Place your answers on the answer sheet provided. Turn in the tape. Round off decimals to two places and place the necessary commas. If you finish before time is called, check your answers.

4.06
6.51
1.03
3.42
2.07
7.98
8.05
5.49
9.01
1.23
(1)

516.56
926.86
657.48
1,187.30
538.52
471.86
238.85
796.35
733.21
350.53
(2)

65.48
176.74
.85-
9.10
477.69-
74.73-
3.95-
.86
18.19-
543.68
(3)

826 x 45 = ___(4)

1,941 x 57 = ___(5)

68 x 71 = ___(6)

402.32
19.79-
(7)

115.49
553.46-
(8)

48.5 x 5.218 = ___(9)

8.38 - 1.52 = ___(10)

150.78
90.37
65.10
73.56
21.38
(11) Subtotal

63.75
14.28
40.71
(12) Subtotal

52.28
23.20
23.15
96.13
(13) Total

6.04
1.56
3.01
13.42
22.07
7.89
5.08
9.45
1.09
3.21
(14)

615.65
629.68
487.65
307.81
528.35
681.47
858.23
697.35
213.73
535.05
(15)

48.56
147.76
.58-
1.90
684.77-
37.75-
5.93-
.68
91.18-
543.86
(16)

628 x 54 = ___ (17)

9,414 x 75 = ___(18)

71 x 68 = ___(19)

204.23
79.19-
(20)

115.49
463.55-
(21)

5.84 x 2.185 = ___ (22)

8.38 - 5.21 = ___ (23)

501.87
97.30
56.01
56.37
38.21
(24) Total

75.63
28.41
70.41
(25) Subtotal

28.25
20.23
15.32
113.69
(26) Total

.46
1.56
.31
3.42
7.02
8.97
5.08
9.45
1.09
3.21
(27)

165.56
682.96
576.84
307.18
852.53
186.47
858.23
635.79
337.21
505.33
(28)

45.68
746.17
.83-
1.09
774.96-
73.74-
9.35-
.68
19.18-
345.68
(29)

268 x 54 = ___ (30)

Part III -- Timed Typing

A. This is a five minute timed test.
B. 70 space line
C. Adjust machine for double spacing.
D. Five space paragraph indention

Chesterfield said, "Whatever is worth doing at all is worth doing 3 51
well," which can be the guide by which to judge everything you do. Use 6 54
it for just one week, and you will realize how often your performance 8 56
is "all right" but not your best. If you can't be superior in every- 11 59
thing you do, you can work with the certainty that if it is worth doing 14 62
at all, it is worth doing as well as you can do it. 16 64

Have you made maximum use of your time in learning to type? You 19 67
are the only one who can answer the question with certainty. Others 21 69
may judge your work and find it fair or good or perhaps excellent, 24 72
but only you can know if you have done this work as well as you could. 27 75
If you haven't done as well as possible, you probably don't believe 29 77
that "Whatever is worth doing at all is worth doing well." 32 80

There is magic in believing, if to the belief you hold you add 35 83
the work you should do. "Faith without works is dead" is often quoted, 37 85
but the work without faith is equally dead. Both are necessary if you want 40 88
to achieve your highest potential. What you get out of life depends on 43 91
you--on the work you do and the magic to believe that whatever you do 46 94
is worth doing well. It is just as simple as that. 48 96

Twice

1 2 3

ACCOUNTING CLERK TEST

Accounting Fundamentals and Performance Section

Part IV -- Typewriting from Handwritten Copy

A. Use a 60 space line.
B. Open Punctuation
C. Block Style
D. Current Date

Mr. James Aldana
State Jaycee Reporter
Fodder Farm
Bangor, ME 04385

Dear James Congratulations on being selected as the State Jaycee reporter. Your knowledge of public relations, personality, and the optimism you showed during the year were all very important factors in your being selected for the Position. # The public will judge the JAYCEES by what they do and what ~~they~~ you say. An effective and productive year will be determined by early planning. # Good luck in the coming years activities. Again congratulations.

Sincerely yours
Fred D. Wilson

Let all the State Jaycees be at your disposal in this effort

EMPLOYMENT-READINESS
FOR
WORD PROCESSING OPERATOR

Produced by:

Visalia Unified School District
In cooperation with the
California State Department of Education
and the
Industry Education Council of California, 1984

TEACHER MATERIALS

WORD PROCESSING OPERATOR TEST
Objective Question Section

Contents:

Teacher Materials

To the Teacher
Answer Key - Objective Question Section

Student Materials

To the Student
Student Answer Sheet
Test Copy - Objective Question Section

To the Teacher:

The test for certification as a Word Processing Operator is composed of two sections, the Objective Question Section and the Performance Section. This is the Objective Question Section.

There are one hundred and fifty (150) test items. The student is to be given two (2) hours to complete this section.

Standard for Passing: 80% accuracy (120) items correct)

A scoring key is included (a school may elect to use alternative machine scoring answer sheets).

TEACHER MATERIALS

WORD PROCESSING OPERATOR TEST

Objective Question Section

Answer Key

1. E	26. A	51. C	76. D	101. B	126. D
2. A	27. B	52. A	77. B	102. B	127. B
3. B	28. C	53. C	78. C	103. B	128. A
4. C	29. D	54. A	79. C	104. E	129. C
5. D	30. B	55. C	80. B	105. C	130. D
6. B	31. B	56. A	81. D	106. C	131. C
7. B	32. A	57. A	82. A	107. B	132. A
8. D	33. B	58. A	83. A	108. B	133. C
9. B	34. B	59. A	84. A	109. B	134. B
10. C	35. D	60. A	85. C	110. D	135. D
11. A	36. A	61. A	86. B	111. B	136. A
12. D	37. A	62. A	87. C	112. D	137. C
13. D	38. A	63. A	88. E	113. A	138. A
14. B	39. C	64. A	89. D	114. B	139. A
15. D	40. B	65. A	90. B	115. A	140. B
16. A	41. A	66. A	91. C	116. C	141. B
17. C	42. B	67. C	92. A	117. D	142. C
18. A	43. E	68. D	93. A	118. A	143. C
19. B	44. B	69. B	94. D	119. B	144. B
20. B	45. D	70. A	95. D	120. C	145. B
21. C	46. C	71. B	96. E	121. B	146. B
22. B	47. C	72. A	97. C	122. D	147. B
23. A	48. C	73. B	98. B	123. B	148. A
24. B	49. B	74. B	99. C	124. A	149. C
25. C	50. C	75. C	100. B	125. B	150. B

STUDENT MATERIALS

WORD PROCESSING OPERATOR TEST

Objective Question Section

To the Student:

The test for certification as a Word Processing Operator is composed of two sections, the Objective Question Section and the Performance Section. This is the Objective Question Section. You will be given two (2) hours to complete it.

An answer or scoring sheet will be provided. **DO NOT** write on the test copy.

To receive the Word Processing Operator Certificate you must answer the one hundred (150) questions with 80% accuracy (120 correct).

Do not begin the test until you are instructed to do so by the teacher.

STUDENT MATERIALS

WORD PROCESSING OPERATOR

Objective Question Section

Student Answer Sheet

Name _____ Date _____

1. ___	26. ___	51. ___	76. ___	101. ___	126. ___
2. ___	27. ___	52. ___	77. ___	102. ___	127. ___
3. ___	28. ___	53. ___	78. ___	103. ___	128. ___
4. ___	29. ___	54. ___	79. ___	104. ___	129. ___
5. ___	30. ___	55. ___	80. ___	105. ___	130. ___
6. ___	31. ___	56. ___	81. ___	106. ___	131. ___
7. ___	32. ___	57. ___	82. ___	107. ___	132. ___
8. ___	33. ___	58. ___	83. ___	108. ___	133. ___
9. ___	34. ___	59. ___	84. ___	109. ___	134. ___
10. ___	35. ___	60. ___	85. ___	110. ___	135. ___
11. ___	36. ___	61. ___	86. ___	111. ___	136. ___
12. ___	37. ___	62. ___	87. ___	112. ___	137. ___
13. ___	38. ___	63. ___	88. ___	113. ___	138. ___
14. ___	39. ___	64. ___	89. ___	114. ___	139. ___
15. ___	40. ___	65. ___	90. ___	115. ___	140. ___
16. ___	41. ___	66. ___	91. ___	116. ___	141. ___
17. ___	42. ___	67. ___	92. ___	117. ___	142. ___
18. ___	43. ___	68. ___	93. ___	118. ___	143. ___
19. ___	44. ___	69. ___	94. ___	119. ___	144. ___
20. ___	45. ___	70. ___	95. ___	120. ___	145. ___
21. ___	46. ___	71. ___	96. ___	121. ___	146. ___
22. ___	47. ___	72. ___	97. ___	122. ___	147. ___
23. ___	48. ___	73. ___	98. ___	123. ___	148. ___
24. ___	49. ___	74. ___	99. ___	124. ___	149. ___
25. ___	50. ___	75. ___	100. ___	125. ___	150. ___

Match the following terms on the left to their definitions on the right.

1.	Source document	a.	Computer output
2.	Computer printout	b.	When companies share the time of a computer
3.	Time-sharing	c.	A simple system of data processing
4.	Pegboard	d.	A card which a scanning machine can read
5.	Mark-sense card	e.	Business paper used to record data for the initial time

6. If you are very thin, it is best that you select clothes:

   a. That have vertical lines
   b. That have horizontal lines
   c. That you like
   d. That are dark colors

7. Choose the answer below that best contains the missing information you need to carry out the following request: "Please bring me change for the purchase of this box of clips."

   a. The different denominations of coins wanted
   b. The cost of paper clips and amount of money given
   c. The date of the purchase and the price of the paper clips
   d. The time you want the change and the amount of change

Match the following terms on the left to their definitions on the right.

8.	Applicant	a.	husband or wife
		b.	one who relies on another for support
9.	Dependent	c.	one who, by law, has the rights of natives
		d.	one who applies for a job
10.	Naturalized citizen	e.	able to use more than one language

11. The amount of money a person earns before deduction is called:

   a. gross pay
   b. net pay
   c. FICA
   d. SDI

12. Which one of the following could be listed on a payroll voucher as "other deductions":

   a. SDI
   b. FICA
   c. State withholding tax
   d. Insurance premiums

13. A customer gives you $10.02 for a $6.72 sale. The least amount of correct change will be:

    a. 4-1 dollar bills, 1 quarter, 1 nickel
    b. 3-1 dollar bills, 3 dimes
    c. 3-1 dollar bills, 2 dimes, 2 nickels
    d. 3-1 dollar bills, 1 quarter, 1 nickel

14. If your change drawer at the beginning of the day contains $25 (5 - 1 dollar bills, 1 - 10 dollar bill, 6 - 50¢ pieces, 11 quarters, 18 dimes, 30 nickels, 1 roll of pennies and 45 loose pennies) and you make sales of $4.85 from $20, $3.86 from $10.06 and $88.50 from $100, your ending cash would be:

    a. $7.15
    b. $122.21
    c. $42.85
    d. $97.21

15. Add the following numbers: 768.58, 34.512, 38.45, 67.523, 986.15 and 2.876. Round off your answer to two decimal places. The answer is:

    a. 1898.089
    b. 1898.10
    c. 1898.90
    d. 1898.09

16. Subtract .398 from 6. The answer is:

    a. 5.602
    b. 5.062
    c. 5.206
    d. 5.397

17. Convert 1/5 into a decimal. The answer is:

    a. .50
    b. 1.5
    c. .20
    d. 1.20

18. Reduce 6/10 to the lowest terms. The answer is:

    a. 3/5
    b. 6/5
    c. .60
    d. .30

19. Add 2 5/8 and 7 2/3. The answer is:

    a. 9 7/24
    b. 10 7/24
    c. 9 31/24
    d. 10 1/4

20. The five major factors in oral communication are included in the sentence "Casey went to the store to buy some eggs."

    a. True
    b. False

21. Which of the following information could not be obtained from many standard dictionaries?

    a. Language analysis using computers
    b. English dialects
    c. Thesaurus
    d. Language charts

22. You must contact the operator to receive most area codes.

    a. True
    b. False

23. A city directory lists, alphabetically, the names, addresses and other information about most citizens in a city.

    a. True
    b. False

24. If you wanted to know the ZIP Code for a city that only has one post office, you would probably look in the ZIP Code Directory:

    a. In the appendix
    b. On the first pages listing the state
    c. In the beginning of the directory
    d. Alphabetically under "Small Cities"

25. Which of the following matches the example exactly:
    Example: Martha Duncan #628359481

    a. Martha Duncan #623359481
    b. Martha Duncan #638354981
    c. Martha Duncan #628359481
    d. Martha Duncan #628539481

26. Which would be the proper filing order for the following names?: Edward the Baker, Bell's Grocery, Dr. Cliff Bell, Captain Bell Grocery

    a. Dr. Cliff Bell, Bell's Grocery, Captain Bell Grocery, Edward the Baker
    b. Edward the Baker, Captain Bell Grocery, Dr. Cliff Bell, Bell's Grocery
    c. Captain Bell Grocery, Dr. Cliff Bell, Bell's Grocery, Edward the Baker
    d. Dr. Cliff Bell, Captain Bell Grocery, Bell's Grocery, Edward the Baker

27. Choose the letter that corresponds to the correct order in which the following would be filed by number.

683458, 6829641, 683457, 6829646, 683359

a. 683359, 683457, 683458, 6829614, 6829646
b. 683359, 683457, 683458, 6829641, 6829646
c. 683359, 683457, 683458, 6829614, 6829664
d. 833359, 683457, 683458, 6820414, 6829646

28. Which of the following words is spelled incorrectly?

a. niece
b. sleigh
c. decieve
d. freight

29. Of the following words, one may be spelled incorrectly, or all may be spelled correctly. Choose the response that indicates the correct answer:

a. enjoying
b. icier
c. replying
d. All of the above words are spelled correctly.

30. Indicate which word correctly fits the following sentence: "Dr. Taylor has many _____."

a. patience
b. patients

31. Which of the following words is spelled incorrectly:

a. advising
b. forceable
c. likeable
d. arguing

32. The singular possessive form of school is:

a. school's
b. schools'
c. schools

33. Which of the following words is spelled incorrectly?

a. sighing
b. refering
c. unforgettable
d. occurred

34. The following is a complete sentence: As we will be coming tomorrow.

a. True
b. False

35. Which of the following sentences is grammatically incorrect.

a. We laid the book on the table.
b. The child lay in the sun all day.
c. We laid the heavy brick down.
d. I lied on the sofa.

36. Indicate the letter that represents the sentence which is correctly punctuated:

a. The high school has three courses; namely, business, college prep., and liberal studies.

b. The high school has three courses: namely, business, college prep., and liberal studies.

c. The High School has three courses; namely business, college prep., and liberal studies.

d. The High School has three courses: namely business, college prep., and liberal studies.

37. Choose the sentence in which the punctuation and capitalization are correct.

a. Have you met Lee Hall, President of Hart College?
b. Have you met Lee Hall, president of Hart College?
c. Have you met, Lee Hall, President of Hart College?
d. Have you met Lee Hall, president of Hart college?

38. Which of the following is **not** an advantage of a sole proprietorship?

a. Unlimited liability
b. Control over decision making process of the business
c. Organizational changes are easy to make.
d. Most inexpensive to organize

39. Which of the following is **not** an advantage of a partnership?

a. Sharing business expenses
b. Using expertise and capital of each partner
c. Unlimited liability
d. All of the above are advantages.

40. Which of the following is an advantage of a corporation?

a. Most expensive to organize
b. Easiest form of raising money
c. Owner is not in total control.
d. More governmental controls

41. A computer program instructs the computer to manipulate words (delete, insert, etc.) This is known as:

    a. Word Processing
    b. Data Processing
    c. Process Control
    d. Compiler
    e. Scanner

42. Taking data that has been input and doing something with it is:

    a. Information Retrieval
    b. Data Processing
    c. Simulation
    d. Process Control
    e. Robotics

43. Input/output unit attached to a mainframe or minicomputer is a:

    a. Scanner
    b. Compiler
    c. Robotics
    d. CAI
    e. Terminal

44. Using the computer to help students learn is known as:

    a. UPC
    b. CAI
    c. IBM
    d. UNIVAC
    e. ENIAC

45. Black and white bars and numbers which represent product name, size and price are called:

    a. IBM
    b. CAI
    c. CPU
    d. UPC
    e. BIT

46. Computer programs are referred to as:

    a. hardware
    b. microprocessors
    c. software

47. The number system used by computers is called the:

    a. metric system
    b. Dewey Decimal number system
    c. binary number system

48. Today most computers are used by:

    a. Mathematicians
    b. Physicians
    c. Business people
    d. Scientists

49. Which of the following can be an input as well as an output device?

    a. Keyboard
    b. Video Display Screen
    c. Joystick
    d. Mouse

50. Which of the following programming languages is used most often with microcomputers?

    a. PL/1
    b. COBOL
    c. BASIC
    d. FORTRAN

51. Two of the names below are incorrectly alphabetized. Indicate which one should be listed first.

    a. Andrews, J.
    b. Andrews, James II
    c. Andrews, Jas.
    d. Andrews, Jamison
    e. Andrews, John

52. Choose from the items below, the best example of "nothing comes before something."

    a. Ballante, S.
    b. Ballante, Samuel
    c. Barnett, Donald
    d. Barnhill, Sue
    e. Barr, Joel

53. Which item listed below does not follow the indexing rules?

    a. Father Kelly
    b. Sister Anne
    c. Reverend John Allen
    d. Prince Charles
    e. Brother John

54. Select the filing rule below that indicates how these names should be filed.

Abel, John (2nd)
Abel, John (3rd)
Abell, John (Jr.)
Abell, John (Sr.)

a. When names are the same, the special designations are filed alphabetically or numerically.
b. Only surnames are considered.
c. Unusual names -- family names and first names difficult to identify.
d. When names are exactly alike, the cities in which correspondents are located is considered.
e. When two last names are spelled the same with exception that one has one additional letter at the end, shorter names come first.

55. Which set of numbers below is in the correct ascending order?

a.	b.	c.	d.
22389	89321	05629	22389
22390	63219	22389	22390
05629	05629	22390	63219
63219	22390	63219	89321
89321	22389	89321	05629

56. **Yes** or **No**. Is the procedure list below for preparing outgoing mail generally correct?

- Separate file copy from original copy.
- Check accuracy of enclosures.
- Verify address and correspondence.
- Fold to fit envelope.
- Seal envelope.
- Sort by mail classification.

a. **Yes**

b. **No**

Correctly complete the following sentences by selecting the correct word from the two words within the parentheses. Place the letter of the correct word on the answer sheet.

57. The handwriting was (a. illegible, b. eligible) on the application.

58. This helped the student (a. lose, b. loose) the chance for the entry-level job.

59. The (a. personnel, b. personal) office will interview all applicants.

60. (a. Personnel, b. Personal) interested in the new opening will be interviewed.

61. A (a. boy's, b. boys') bicycle was found in the park.

62. The ten (a. years', b. year's) reports were stapled together.

63. Please (a. accept, b. except) this money in payment of my bill.

64. Accept the (a. advice, b. advise) and improve your writing.

65. The (a. effect, b. affect) of government policy will be shown in our relations with other countries.

66. Inflation will (a. affect, b. effect) the amount of goods the dollar will purchase.

Match the following terms on the left to their definitions on the right:

67.	Improvise	a.	A mutual agreement made by concession on both sides
68.	Morale	b.	The formal reserve of one's manners and language
69.	Dignity	c.	To make do with what one has
70.	Compromise	d.	A state of mind which reflects an individual's attitude
		e.	A standard by which something is judged

Make a choice as to the BEST punctuation in each of the following groups.

71. a. The student understands data processing, therefore the student has a basic knowledge for operating a computer keyboard.

    b. The student understands data processing; therefore, the student has a basic knowledge for operating a computer keyboard.

    c. The student understands data processing therefore the student has a basic knowledge for operating a computer keyboard.

72. a. If you need replacements, write us immediately; and we will send them in the next shipment.

    b. If you need replacements, write us immediately and we will send them in the next shipment.

    c. If you need replacements write us immediately and we will send them in the next shipment.

73. a. Workers, producing more than their quota, are given additional money in the form of a bonus check.

    b. Workers producing more than their quota are given additional money in the form of a bonus check.

    c. Workers; producing more than their quota, are given additional money in the form of a bonus check.

74. a. After dark moths appear by the hundreds.

    b. After dark, moths appear by the hundreds.

    c. After dark: moths appear by the hundreds.

You have correspondence (letters, memorandums, invoices and other business items) which are to be placed in the appropriate files (see Alphabetic Files listed below). Place each of the correspondence items listed below (questions 75 - 84) in the appropriate file in proper order. On your answer sheet, place the **Answer Code** of the file that the correspondence item will **follow**. (EXAMPLE: Muzicraft follows Muzayyin, Nasrat. Therefore, you would mark C on your Answer Sheet.

		Answer Code	Alphabetic File
		A	Musial, Anthony J.
		B	Musial, D.L.
		C	Musial Walter J.
		D	Music, Ed
		E	Music Loft (The)
75.	Music Box The	A	Music Machine (The)
		B	Music Plus
76.	Musicom	C	Music, Robert E.
		D	Music Shop (The)
77.	Musselman's	E	Musical Instrument Repair by Richard
		A	Musicgraph Co.
78.	Mutual of Omaha Ins. Co.	B	Musicians Union Local 581 AFM
		C	Musick Bill C.
79.	Muzicraft	D	Musicland
		E	Musil, Ronald
80.	Musse, E. A.	A	Musquic, Alex
		B	Mussa, Helen G.
81.	Music, Ed. C.	C	Musselman, Robert C.
		D	Musselman, T. Robert
82.	Musicgraph Co. & Associates	E	Mustaparta, George R.
		A	Muth, John
83.	Musquiz, Dionicio	B	Muth, Kirk R.
		C	Mutschler, C. R.
84.	Mutze, W. W.	D	Mutual Savings & Loan Association
		E	Mutual Ticket Agency
		A	Mutz, Bruce W.
		B	Muzak Music By
		C	Muzayyin, Nasrat
		D	Muzio, Angelo
		E	Muzuol, R. V.

You have correspondence (letters, memorandums, invoices and other business items) which have been numbered and are to be placed in the appropriate files (see Numeric Files listed below). Place each of the correspondence items listed below (questions 85-89) in the appropriate file in proper order. On your answer sheet, place the **Answer Code** of the file that the correspondence item will **follow**. (EXAMPLE: 48-603-25 follows 48-602-09. Therefore, you would mark D on your Answer Sheet.

		Answer Code	Numeric File
		A	46-333-00
		B	47-321-09
		C	47-321-99
		D	48-001-23
		E	48-099-33
		A	48-378-23
		B	48-423-32
		C	48-600-12
85.	51-607-23	D	48-602-09
		E	48-711-23
86.	51-609-25	A	49-500-34
		B	49-501-45
87.	51-611-22	C	50-500-23
		D	50-700-78
88.	53-600-34	E	51-231-45
		A	51-567-88
89.	48-602-12	B	51-602-32
		C	51-605-23
		D	51-607-32
		E	51-607-44
		A	51-608-67
		B	51-609-23
		C	51-610-45
		D	52-610-47
		E	53-423-12
		A	53-423-99
		B	53-598-34
		C	53-600-23
		D	53-600-30
		E	53-600-32

WORD PROCESSING OPERATOR
Objective Question Section

Using the subject index below, code the following items of correspondence. Place the code in the correct space on your answer sheet.

90. Bulletin board item listing examples of endorsements.

91. Memorandum: How to address form letters.

92. Income Tax deduction bulletin from IRS.

93. Receipt: Money order, Express.

94. Letter Requesting costs of Electronic Data Processing.

95. Sales Letter comparing costs of data processing equipment.

96. Receipt for express charges.

Subject File

Answer Code	Code	Subject
A	100	Earnings, deductions
B	105	Earnings, records, employees
C	115	Electronic computing machine
D	120	Electronic data processing
E	125	Employer's list
A	130	Employment agencies
B	135	Endoresment
C	135.05	In bank
D	135.20	In full
E	135.35	restrictive
A	140	Enterprise Service
B	145	Envelopes
C	145.05	addressing for form letter
D	145.20	airmail
E	145.35	business reply
A	145.50	chain feeding of
B	145.65	government stamped
C	145.80	special delivery
D	150	Equipment, filing
E	160	Exchange services
A	165	Express money order
B	170	Express Services
C	170.05	air
D	170.20	c.o.d.
E	170.35	express shipments

Using the payroll summary below, put the answer to the following questions on the answer sheet. Use the back of the answer sheet for your hand calculations.

97. If Mr. Brown receives $4.00 an hour for the first forty hours and time and a half for hours beyond forty, and his total deductions are $58.36, what is his take home pay?

a. $118.64
b. $125.64
c. $119.64
d. $114.46
e. $114.64

PAYROLL SUMMARY

Name Arthur Brown No. 145

Week Ending August 29, 1984

Days

	In	Out	In	Out	In	Out	Hours
Monday	8:00	12:01	1:00	5:00			8
Tuesday	8:05	12:02	1:01	5:10			8
Wednesday	8:00	12:05	12:55	5:11			8
Thursday	7:50	12:08	12:59		6:00	9:00	11
Friday	8:00	12:00	1:00	5:01			8
Saturday							
Sunday							

Determine the postage and fees for the following items (see Rate Schedule on the following page.) Put your answer on the answer sheet.

98. First-class package to be sent by Special Delivery -- the weight is three and a half pounds and is mailed within the United States of America.

a. $2.10
b. $2.35
c. $3.00
d. $3.40
e. $2.65

99. First-class material weighing nine and one-half ounces with Special Handling requested.

a. $2.30
b. $2.55
c. $2.65
d. $2.75
e. $2.60

From the choices given below each name, select the **best** cross reference and place the letter before the choice in the proper space on the answer sheet. The item should be indexed.

100. Williams, Marie Jane (Mrs. Albert)

a. Marie Jane Williams
b. Williams, Albert (Mrs.)
c. Mr. Albert Williams
d. William, M. J.
e. Williams, Marie

101. Millers, Betty (Mrs. Robert)

a. Betty Millers
b. Millers, Robert (Mrs.)
c. Miller, R. R.
d. Betty, Millers
e. Robert Millers

102. Land, Mary Janes (Mrs. Michael)

a. Mary Janes Land
b. Land, Michael (Mrs.)
c. Michael Land
d. Lands, Michael
e. M. J. Land

103. A B C

a. American Company
b. American Broadcasting Corporation
c. Broadcasting Co.
d. Corporation of Am.

17

RATE SCHEDULE

Certified Mail

	FEE (In addition to postage)
Certificate Mailing	$0.40
Additional Services for Insured and Registered Mail:	
Restricted Delivery*	$1.00
Return Receipts*	
Requested at time of mailing:	
Showing to whom and when delivered	$0.60
Showing to whom, when, and address where delivered	$0.70
Requested after mailing:	
Showing to whom and when delivered	$3.75

*Not available for mail insured for $20 or less

Special Delivery

	Weight		
	Not More than 2 pounds	More than 2 pounds but not more than 20 pounds	More than 10 pounds
First class and priority mail	$2.10	$2.35	$3.00
All other classes	$2.35	$3.00	$3.40

Special Handling (Fees show in addition to required postage)

Weight	Fee
Not more than 10 pounds	$0.75
More than 10 pounds	$1.30

First Class

Letter Rates	
1st ounce	20¢
Each additional ounce	17¢
Over 12 ounces	Priority mail (heavy pieces) rates apply.
Single postal cards sold by the post office	13¢ each.
Double postal cards sold by the post office	13¢ each half.
Single post cards	13¢ each.
Double post cards (reply half of double post card does not have to bear postage when originally mailed)	13¢ each half.
Presort rate	Consult Postmaster
Business reply mail	Consult Postmaster

Using the Secretarial Handbook Table of Contents (reference information below) find the page number for the following questions or items. Page numbers are in parentheses.

104. More about Grammatical rules

a. 15
b. 39
c. 65
d. 80
e. 115

105. How to use colons

a. 80
b. 162
c. 185
d. 195
e. 206

106. Sound alikes

a. 65
b. 80
c. 115
d. 135
e. 162

REFERENCE -- SECRETARIAL HANDBOOK -- CONTENTS

(Note: Number in parenthesis (15) indicates page upon which that information is located.)

1. Abbreviations: 1000 Common ones - (15) Academic degrees - Addresses - Associations and organizations - General business - Government terms - Military terms - States

2. Address: 101 Forms of Address - (39) Business address - Court official - Educational official - Foreign officials - Government officials: state and local - Government officials: United States - Military men - Religious persons - United Nations - women

3. Capitalizing Expertly - (65) Armed services - Business and professional usages - Courts and officers - Derivations - General - Geography - Government - Historical terms - Laws - Scholastic terms

4. Division of Words: a Quick Guide - (80) 10 helpful rules - Prefixes and suffixes - Proper names - Three syllable words - Two syllable words

5. Grammar That Comes Naturally - (115) 10 Grammatical rules - Mean alikes - 10 parts of speech - Sound alikes - 7 tricks with tenses

6. Hyphens and Their Elimination - (135) 10 hints on hyphenating - Hyphenated compounds - One-word compounds - Two-word compounds

7. Letters that Stimulate Communication - (162) Address - Attention line - Body - Close - Content, specific letters - Format, specific styles - Salutation, subject line - Signature, identification initials - Travel correspondence

8. New Ways of Saying Things - (185) Business Cliches - Foreign words to avoid - Foreign words to use - Out-of-date expressions

9. Punctuation Made Effortless - (195) Apostrophes - Colons - Dashes - Parentheses and brackets - Quotations - Rule of three: commas, periods, semicolons

Using the page from the Thesaurus (see below), identify the Section number where you may find the following items: (Put the correct letter on the answer sheet.)

107. Wooden horse

a. 493
b. 975
c. 870
d. 579
e. 256

108. Keeping one's word

a. 496
b. 939
c. 566
d. 562
e. 741

THESAURUS

(Note: The number following term indicates the section in which that item would be found.)

wonder
  exception 83
  astonishment 870
  prodigy 872
 do -s 682, 731
 for a - 870
 nine days' - 643
 not - 507
 - whether
   uncertain 475
   ignorant 491
   suppose 514
 -s of the world 872
wonderfully 31
wonder-working
  870
wondrous 870
wont habitual 613
won't do, it - 932
woo 865, 902
wood trees 367
 material 635
 not out of the -
   665, 704
 take to the -s 666
woodcut 558
woodcutter 371
wooded, well- 256
wooden 635
  -horse 975
  -spoon 493
  -walls 717,726
wood engraving 558
woodlands 367
wood-note 412
wood pavement 255
woody 367
wooer 897
woof
  warp and - 329
wool flocculent 256
  warm 382
much cry and
  little - 482
woolgathering 458
woolly 255, 256
woolpack cloud 353
woolsack
  pillo 215
  authority 747
  tribunal 966
word maxim 496
  intelligence 532
  assertion 535
  vocable 562
  phrase 566
  command 741
  promise 708
give the - 741
good as one's -
  veracious 543
  complete 729
  probity 939
in a - 572
keep one's - 939
man of his - 939
not a - to say 585,
   879
pass - 550
put in a - 582
take at one's -
  484, 762
upon my - 535
watch - 722
-and a blow
 hasty 684
 contentious 720
 irasible 901
-of command
 indication 550
 military 722
 command 741
-in the ear 527
  586
-it 566
-it 566
-of mouth 582
-to the wise
 intelligible 511
 advice 695

WORD PROCESSING TERMINOLOGY

Directions: Choose the letter of the response which most correctly completes the statement given.

109. The television-like screen, often used to display text in a WP system, is called the:

a. CPU
b. CRT
c. Disk Operating System
d. CPS

110. The automatic placement of words onto the next line when there is not enough room within the set margins for them to fit is known as:

a. Bidrectional Printing
b. Automatic Pagination
c. Automatic Formatting
d. Automatic Word Wraparound

111. A printing mechanism with the characters on the end spokes is known as:

a. an element
b. a daisy wheel
c. a floppy disk
d. None of the above

112. Information (such as names and addresses) in prerecorded documents that changes from document to document depending on who will receive the document is known as:

a. menus
b. defaults
c. pitch
d. variables

113. A capability of WP equipment that allows segments of text to be removed either from storage or display is known as the ability to:

a. delete
b. insert
c. get
d. store

114. Changing and rearranging a previously keyboarded document by using the revision capabilities of a word processor is called:

a. storing
b. editing
c. deleting
d. inserting

115. A magnetic storage medium which resembles a 45 rpm record is a:

a. floppy disk
b. mag card
c. magnetic tape
d. hard disk

116. The computer component of a shared logic WP system that supplies power, storage, and editing capabilities to all input and output devices. This is also known as the:

a. CPS
b. DOS
c. CPU
d. None of the above

117. A device or peripheral which outputs in hard copy form with varying degrees of speed is better known as a:

a. microcomputer
b. keyboard
c. disk drive
d. printer

118. Programs used with WP equipment which instruct and control operations are the:

a. software
b. hardware
c. courseware
d. None of the above

119. A lighted position indicator visible on display word processors is called the:

a. prompt
b. cursor
c. control
d. reset

120. The function that allows you to move rapidly through text on the screen in any direction and proceeds continuously until it is stopped is called:

a. merging
b. formatting
c. scrolling
d. None of the above

121. Determining the limits of typewritten copy which includes margins, tabs, column layout, page length is better known as:

a. paginating
b. formatting
c. merging
d. None of the above

122. The ability to create a right margin which stops at the same point on each line is:

a. pagination
b. continuous print
c. recall
d. justification

123. When labeling on a floppy diskette, always use:

a. ball point pen
b. felt tip pen
c. pencil
d. None of the above

124. When handling diskettes always hold them by the

a. label
b. open exposed circle area
c. open exposed rectangular area
d. None of the above

125. When inserting a diskette into a disk drive, always make sure that:

a. the disk drive is in use
b. the disk drive is not in use
c. the label is inserted first
d. None of the above

PROOFREADING:

Directions: Choose the line that correctly follows the proofreading marks given.

our tele C conversation

126. . . . . phone yesterday . . . .

a. Our telephone call yesterday
b. our tele-phone conversation yesterday
c. our telephone conversation, yesterday
d. our telephone conversation yesterday

127. . . . . we can certainly fill . . . .

a. certainly we can fill
b. we certainly can fill
c. certainly, we can fill
d. can we fill certainly

128. After receiving this information if you . . . .

a. If, after receiving this information, you
b. after receiving this information if you
c. If you, after receiving this information
d. If you, after receiving this information

129. . . . have been selected the official purveyor . . . .

a. was chosen the official supplier
b. have been selected the official purveyor
c. the official supplier was chosen
d. The official purveyor was chosen

130. In regards to your question . . . .

a. In regarding to your inquiry
b. regarding to your inquiry
c. Regarding your question
d. Regarding your inquiry

131. In accordance with your instructions, we are shipping this order airfreight, and that amount will be added to your invoice. The charge for shipping airfreight is $28.00.

a. As your instructed, we are shipping this order airfreight. The airfreight charge of $28.00 will be added to your invoice.

b. As you instructed, we are shipping this order airfreight the airfreight charge of $28 will be added to your invoice.

c. As you instructed, we are shipping this order airfreight; the airfreight charge of $28.00 will be added to your invoice.

d. As you instructed we are shipping this order airfreight; the airfreight charge of $28.00 will be added to your invoice.

132. I ~~feel~~ we can also handle a majority of your paper supply needs.

a. I am sure, Mr. Smith, that we can fill most of your Xerox paper supply needs.

b. I am sure, Mr. Smith that we can fill most of your Xerox paper supply needs.

c. I am sure, Mr. Smith, that we can fell most of your Xerox paper supply needs.

d. I am sure, Mr. Smith, that we can fill most of your xerox paper supply needs.

GRAMMAR, PUNCTUATION, AND WORD USAGE

Directions: In each group of four sentences, choose the one that uses correct grammatical construction, proper punctuation, and acceptable word usage.

133. a. My aunt is ill, therefore, I will offer to shop and clean for her.
b. Chucks friends visit him as often as possible.
c. Three children's coats were left on the stairway.
d. No I can't go with you this week.

134. a. Us students planned a surprise party for our teacher.
b. One class's work was displayed in the front office.
c. I borrowed Ted's and Bill's typewriter.
d. The dresses were bought for we girls.

135. a. Each of the nine buildings contains 17 floors.
b. My birthday is on August 22nd.
c. I am leaving for Europe on the 6.
d. I ordered ten new typewriter ribbons.

136. a. You are the third person to receive this honorary degree.
b. The price of the book is $13.00 plus tax.
c. The increase in our salary was five %.
d. "Yes, I agree" said Emily, "that we do need more help on this art project."

137. a. I try to read "The Los Angeles Times" each day.
b. The poem entitled Evangeline is often taught in literature classes.
c. My favorite novel is A Farwell to Arms by Ernest Hemingway.
d. I will tell aunt Kate that you were pleased with her gift.

Directions: Choose the letter of the correct response.

138. In the (a. spring b. Spring) the flowers begin to bloom.

139. The bouquet of flowers on the desk (a. is b. are) beautiful.

Directions: Keeping in mind the word division rules which apply to typewriting, proofread the words in each line for correct division. Choose the **correctly** divided word for your answer.

140.	a.	clarif-ication	b.	extenu-ating	c. bull-etin
141.	a.	pharm-acy	b.	strip-ping	c. chron-icle
142.	a.	activ-ity	b.	addres-ses	c. gaso-line
143.	a.	prop-osal	b.	subs-tantial	c. electri-cal
144.	a.	deve-lopment	b.	mainten-ance	c. collec-tible

SPELLING

Directions: Choose the word that is **incorrectly** spelled.

145.	a.	equipment	b.	arguement	c. similar
146.	a.	representative	b.	truely	c. maintenance
147.	a.	permanent	b.	refered	c. foreign
148.	a.	forfeit	b.	separate	c. weird
149.	a.	eligible	b.	guarantee	c. begining
150.	a.	familiar	b.	acknowlegment	c. temporary

Contents:

Teacher Materials:

- General Information for the Teacher
- Guidelines for Correcting Timed Writings and Production Tests

Student Materials:

- General Directions to the Student
- Problem 1 -- Centering
- Problem 2 -- Unbound Manuscript
- Problem 3 -- Letter
- Problem 4 -- Memorandum
- Five Minute Timed Writing

General Information and Directions for the Teacher

This section of the test includes a five minute timed writing and four word processing problems: centering, unbound manuscripts, letters, and memorandums. The problems are applicable to any word processing program that has automatic centering, insertion, deletion and formating capabilities. Two hours should be allowed to complete the performance section.

Directions:

1. The teacher should review the problems and directions with the student prior to beginning these problems;

2. Have each student create a new document for each problem;

3. Inform the students of how they are to label each document. An example would be to label the centering problem as Examination: Centering;

4. Remind the students that single copies must be printed of the centering, the memorandum problems; that first draft and revised draft copies are required for the unbound manuscript and letter; and,

5. Inform the students if they are to store and/or delete each document.

Grading:

The individual problems should be graded as follows:

No errors = A
1 error = B
2 errors = C
3 errors = D
4 errors = F

For certification, the student must complete all four problems with an average grade of a "C." The five minute timed writing is not to be included in this average. Standards for timed writing: 45 net words per minute, no more than five errors.

GUIDELINES FOR CORRECTING TIMED WRITINGS AND PRODUCTION TESTS

1. Any word or words that deviate from the test copy are considered errors; however, no word will be counted as more than one error regardless of the number of mistakes within that word.

2. Mistakes in punctuation (or the omission of punctuation), spacing (or lack of spacing), and capitalization are to be counted as errors.

3. Incorrect word division at the end of a line is to be counted as an error.

4. Completed typed material must be identical to test copy in form.

5. Length of typing line, spacing, and paragraph indentation may vary with different timed writing and production tests, therefore check the instructions for each carefully.

6. Failure to follow instructions will result in a failing grade for that part.

Teacher Instructions for Timed Writings --

1. Warm-Up

   The student should be allowed to practice not more than 10 minutes prior to the 5 minute timed writings. Any material may be used for warm-up practice except test copy.

2. Two timed writings should be given for each Employment-Readiness Test. The better score should be submitted for certification.

3. The student will be given sufficient time to proofread and to circle all errors after the timed writings. The person administering the test will be responsible for rechecking writings and determining the student's score.

4. Net words per minute is determined by subtracting two for each error from the total words typed as indicated by scale on test copy.

Teacher Instructions for Production Typing --

1. Provide sufficient space for the student to arrange materials most efficiently.

2. Correction materials to be used will be at the discretion of the students. Discernible corrections should be counted as errors.

3. The student should be instructed to read and follow all directions with care.

4. Once the teacher has covered the test instructions with the student, no further help shall be given.

5. The student should be given sufficient time to proofread and circle all uncorrected errors. The person administering the test will be responsible for rechecking all work and determining the student's score or grade.

6. The student is to be given only that amount of time indicated to complete each production problem. Additional time should be allowed for the student to proofread and to circle all uncorrected errors.

7. Student should be allowed no more than 10 minutes warm-up time prior to the production typing.

General Directions to the Student:

You will have two hours to complete this test which consists of four problems: an announcement, an unbound manuscript, a letter and a memorandum. Please:

1. Create a new document for each problem;
2. Label each document as specified by your instructor;
3. Type your name and document number at the end of each problem; and,
4. Store and/or delete the documents as requested by your instructor.

Problem 1. Centering

Directions:

a. Center the following announcement vertically on a half sheet of paper.

b. Center each line horizontally.

c. Print a copy.

Spread Center

all caps { Future Business Leaders of America

all caps { Announces

DS { 36th Annual State Leadership Conference

May 9-12, 1984

Holiday Inn, Fresno

Problem 2: Unbound Manuscript

Directions:

a. Type the unbound manuscript on page 34.

b. Use standard vertical and horizontal placement and spacing for a manuscript.

c. Print a copy of the first draft.

d. Revise the first draft of the manuscript as indicated on page 35.

e. Print a copy of the revised manuscript.

f. Submit both copies--draft and revision--to the instructor.

EMPLOYEE TIME-OFF BENEFITS

Military Service

If an employee is a member of one of the military reserve programs or the national guard and is required to attend camp periodically, arrangements can be made thru the appropriate department head. An employee is not compensated during such training periods, but he may use vacation time during this period if he desires.

Maternity Leave

A reasonable time will be allowed for a leave due to pregnancy. Absence because of pregnancy will be paid on the same basis as regular sickness. (See next section). The company may request a doctors note confirming the advisability of the employee continuation if we feel the condition is affecting one's work.

Jury Duty

Any employee who is called for jury duty and performs this service, will be granted a leave of absence if notice of such call for jury duty is submitted to the company. The employee will receive regular straight-time salary during jury service less the amount received for jury duty. Employees will be expected to be on the job when presence is not required in court.

STUDENT MATERIALS

WORD PROCESSING OPERATOR
Production Test Section

EMPLOYEE TIME-OFF BENEFITS
TS

Military Service

If an employee is a member of one of the military reserve programs or the national guard and is required to attend camp periodically, arrangements can be made ~~thru~~ through the appropriate department head. An employee is not paid for time off compensated during such training periods, but he may use vacation time with pay during this period if ~~he~~ desires.

TS
Maternity Leave

A reasonable time will be allowed for a leave of absence due to pregnancy. Absence because of pregnancy will be paid on the same basis as regular sickness. ~~(See next section).~~ The company may ~~request~~ ask for a doctor's note confirming the advisability of the employee continuing ~~ation~~ if ~~we feel~~ it is felt the condition is affecting ~~one's work~~ job performance.

TS
Jury Duty

Any employee who is called for jury duty and performs this service will be granted a leave of absence ~~if~~ provided notice of ~~such call for jury duty is submitted~~ proper justification is made to the ~~company~~ immediate supervisor. The employee will receive regular straight-time salary during jury service, less the amount received for jury duty. ~~Employees~~ An employee will be expected to be on the job when presence is not required in court.

Problem 3: Letter

Directions:

a. Type an exact copy of the letter presented on page 37.

b. Print a copy of the first draft.

c. Revise the letter as indicated by the proofreader marks and notations on page 38.

d. Print a copy of the letter.

e. Submit both copies--draft and revision--to the instructor.

(Date)

Mr. P. B. Winterhaven
Charming Charter Tours
San Francisco, CA 94063

Dear Mr. Winterhaven:

Our company is planning to offer a vacation tour to the winners of a sales contest we will be having next year. It is our desire to make the prize either a tour of the Orient or one of the Pacific Islands such as Tahiti, Samona, or Guam.

Charming Charter Tours was suggested to us by a firm which you handled last year with the prize being a tour of Tahiti. They were most enthusiastic about the trip and the excellent way in which all the arrangements were handled, making it the most eventful prize they have offered their sales personnel.

Would you be interested in arranging such a tour for our company? If so, please write and let us know the costs involved and all other pertinent information. Once we know your interest and particular guidelines, we will furnish all necessary details.

I look forward to hearing from you in the near future.

Very truly yours,

Roger K. De Nees
President
Wayward Industries

RKDN

(Date)

Mr. P. B. Winterhaven
Charming Charter Tours
San Francisco, CA 94063

Dear Mr. Winterhaven:

Our company is planning to offer a THREE-WEEK vacation tour to the winners of a sales contest we will be having next year. It is our desire to make the prize either a tour of the Orient or one of the Pacific Islands such as Tahiti, Samona, or Guam.

YOUR AGENCY ~~Charming Charter Tours~~ was RECOMMENDED ~~suggested~~ to us by a firm which you ~~handled~~ last year, ~~with the prize being a tour of Tahiti~~. They were ~~most~~ enthusiastic about the trip and the excellent way in which all the arrangements were handled, ~~making it the most eventful prize they have offered their sales personnel~~.

ARRANGED TOUR OF TAHITI FOR

Would you be interested in arranging such a tour for our company? If so, please write and let us know the costs involved and ~~all~~ ANY other pertinent information. Once we know your interest and particular guidelines, we will furnish all necessary details.

I look forward to hearing from you SOON ~~in the near future~~.

Very truly yours,

Roger K. De Nees
President
Wayward Industries

RKDN/(TYPISTS INITIALS)

Problem 4: Memorandum

Directions: a. Retype the following memorandum as directed by the proofreader marks and notations.

b. Print a copy.

↓Leave a 1 inch Top margin

INTEROFFICE ~~IMPORTANT MEMO~~ MEMORANDUM

Capitalize guide words.

ds

To: All Department Managers
From: Margaret Hudson, President
Date: December 15, 1983
Subject: Theft of Office Equipment

It has come to my attention that several pieces of valuable office equipment are now missing. These include typewriters, adding machines and copy equipment. We are quite sure that an employee has been involved in the theft because there has been no evidence of forced ~~locks~~ entry or vandalism. We are asking your cooperation in maintaining a ~~very~~ observant attitude in your department. If you should notice anything suspicious, please contact Security immediately.

We do not wish to jeopardize the morale of our employees. For that reason, we ask you to keep this information confidential.

A meeting will be set up later this week to discuss this and other matters in greater detail. You will receive notice of the time and place.

Move ¶

Leave a 1½ inch margin on both sides.

Part V -- Timed Typing

A. This is a five minute timed test.
B. Set machine for double spacing.
C. Use a 70 space line.
D. Five space paragraph indentation
E. Standard: 45 net words per minute, no more than 5 errors

In some office typing, certain papers must be typed without error 3 59
or without errors being erased and corrected. This is frequently true 6 62
when typing legal papers, contracts, and some bank statements. As you 8 64
may have to type under such restrictions in your very first typing work, 11 67
you should experiment now to see how you react to such a requirement. 14 70

Accuracy and speed are both necessary for high production typing, 17 73
but accuracy will probably pay bigger dividends in the long run. Much 19 75
of the typing inaccuracy in the class work stems from the feeling that 22 78
it is "just practice" and doesn't count, yet it is from this daily prac- 25 81
tice that your habits and skills come that make for success or failure. 28 84

In most office typing, errors must be found and corrected before 31 87
the work is placed on the dictator's desk for his approval and signature. 34 90
To avoid the embarrassment of having him find your errors and requesting 37 93
you to correct them or retype the paper, always proofread your typing 39 95
with care and be able to correct your errors if permitted to do so. 42 98

Some of your errors are accidental and come from carelessness on 45 101
your part. These may not jeopardize your skill. Some, though, are per- 47 103
sisting and should be studied to determine their cause so you can do the 51 107
needed practice to eliminate the cause and thus eliminate the error. 53 109
Proofread accurately; and when told to do so, erase your errors neatly. 56 112

1 2 3

CERTIFICATION

A certificate of proficiency and a letter of commendation are available for issuance to those students who successfully complete the employment-rediness tests. Both documents confirm the endorsements of the tests by the California State Department of Education and the Industry Education Council of California. A sample copy of certificate is provided in this section of the binder.

Separate certificates are available for the following office occupations: General Office Clerk, Clerk Typist, Accounting Clerk, Word Processing Operator, and Stenographer. Certificates are to be issued only to those students who successfully complete the tests in one of these occupations in accordance with the established time units, instructions and grading standards.

Directions for requesting certificates:

- A certificate request form is included in this section of the binder. All information requested must be included on the completed form.
- The request form must be signed by the Business Education Chairperson (or designee). This signature certifies that students have met the standards established for the test.
- The request form must be mailed to the State Business Education Program Manager prior to April 15.

CALIFORNIA STATE DEPARTMENT OF EDUCATION

and the

THE INDUSTRY EDUCATION COUNCIL OF CALIFORNIA

Certify that

SAMPLE

_____

has successfully completed the comprehensive
industry-validated examination for

CLERK TYPIST

The requirements for the issuance of this certificate and the competency-areas covered by the examination are described on the reverse side.

_____ School

_____ School Official

_____ Date

_____ Industry Education Council of California

_____ California State Department of Education

- 2 -

REQUIREMENTS FOR ISSUANCE OF THE CLERK TYPIST CERTIFICATE

This Certificate is awarded only to those students who have demonstrated their employability as a CLERK TYPIST by successfully completing the comprehensive examination developed, validated and recommended for that occupation by the Industry Education Council of California and the California State Department of Education.

The CLERK TYPIST examination is composed of two sections: an objective section to measure the appropriate attitudes and knowledges and a performance section to measure the required skills. Industry-validated performance standards are utilized to grade both sections of the examination.

To prepare for the CLERK TYPIST examination the students participate in a training program designed to provide them with the specific competencies (skills, attitudes and knowledges) and levels of competency determined by industry to be essential for employment in that occupation.

The competency areas included in the CLERK TYPIST training program and assessed in the employment-readiness examination are as follows:

- Basic Office Tools
- Communication Skills for Success
- Computer Literacy
- Consumer Skills for Success
- Decision Making
- Filing and Retrieving
- Free Enterprise
- Going Into Business
- Grooming
- Handwriting
- Following Instructions
- Job Application
- Leadership Skills for Success
- Machine Calculation
- Machine Transcription
- Mail (Incoming/Outgoing)
- Making Change
- Making the Most of Your Time
- Math Computations
- Oral Communication
- Petty Cash
- Positive Work Attitudes, & Traits for Success
- References, Manuals, Directories, Catalogs
- Simple Business Records
- Sorting, Checking, Verifying
- Spelling
- Telephone Techniques
- Typing
- Working with People
- Written Communication

The straight-copy typing speed of this certificate holder is _____ net words per minute. This skill was measured by a five-minute timed-writing of straight-copy material with a syllabic intensity of 1.5. A maximum of five errors was allowed. The net words per minute was determined by dividing the total number of strokes by five and subtracting from that figure two words per minute for each error.

REQUEST FOR BUSINESS EDUCATION EMPLOYMENT-READINESS CERTIFICATES

Name of Requesting School | Street | City | State | Zip | ( ) Telephone

Business Education Chairperson | ( ) Telephone

CERTIFICATES REQUESTED FOR THE FOLLOWING STUDENTS:

	Student Name	Address (Street, City, Zip) Telephone	% Score on Objective Section	Grades on Performance Sections 1 2 3 4 5 6	Certificate Requested
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

I certify that the students listed above have met the criteria and standards for the Employment-Readiness Test listed after their names.

Mail by April 15 to:
Gary Thompson, Business Education Program Manager
Department of Education
721 Capitol Mall, 4th Floor, Sacramento, CA 95814

Signature, Business Education Chairperson,